



Guest Services Assistant
Part-time (16 hours a week/Thursday & Friday)

Job Description

Responsible for guest services revolving around the Travel Café Visitors Center. Provide impeccable hospitality to all Salem visitors while taking an active role in improving and extending the visitors stay in Salem.

Reports to Irene Bernards, Marketing & Public Relations Director

Clerical/Reception

1. Answer visitor telephone calls.
2. Record, research and fulfill all visitor requests.

Travel Café Visitors Center

1. Serve as the host to visitors in the Travel Café Visitors Center.
2. Track all visitors to the TC Visitor Center.
3. Ensure that inside and outside brochure racks are stocked at all times.
4. Promote day and overnight opportunities to Salem visitors (customize tours).
5. Ensure the Travel Café Visitors Center is clean.
6. Work with key volunteers for coverage as needed.

Miscellaneous Requirements

1. Work on special projects as assigned.
2. Responsible for clerical needs.
3. Cover other part-time employee's vacation (Monday-Wednesday)
4. Requires some evenings/weekends.
5. Vehicle required.
6. Able to lift a minimum of 25 pounds.

Hourly/Non-exempt