**Field of Dreams Movie Site**

**(DBA Go the Distance Baseball, LLC)**

**Position Description**

**Job Title:** **Greeter**

**Reports To:** **Manager of Visitor Experiences**

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**Summary**: Under direct supervision of the Manager of Visitor Experiences, this position staffs the welcome booth and solicits donations at the Field of Dreams Movie Site. (Site).

**Essential Duties:** Job duties for this position are as follows. Other duties may be assigned and/or performed as required.

* Be a team player.
* Uphold, support and promote all company policies and procedures.
* Demonstrate continuous professionalism and respect working with visitors, vendors, distributors, affiliated business partners, and all staff members.
* Follow and enforce PCI compliance when making secure credit card transactions or other digital payment under GTDB, ASBPH, or IM accounts when charging cards at the booth.
* Assist visitors, answering questions, and providing information about the Site.
* Greet visitors.
* Maintain excellent visitor service and communication.
* Provide visitors with informative pamphlets.
* Maintain interior of welcome booth for cleanliness and organization.
* Maintain stock of merchandise in welcome booth.
* Keep traffic flowing in an orderly fashion as it enters the Site.
* Collect donations.
* Count and secure donated cash as instructed by the Manager of Visitor Experiences.