



JOB POSTING

PART-TIME DEPOT CONCIERGE

Job Summary:

Responsible for taking Dinner Train reservations and ensuring that customer needs are met while boarding Dinner Train.

Primary Responsibilities

- Take Dinner Train reservations.
- Notify appropriate caterer(s) of dinner selections and quantities.
- Notify bar staff, servers and actors regarding number of customers.
- Adheres to all ADBF policies, procedures, business ethic codes and The Confidentiality (Non-,Disclosure and Non-,Compete) Agreement.
- All other duties as assigned.

Pay Rate

- \$17.00 per hour — Rates of pay are subject to change

Minimum Qualifications

- High School Diploma (GED)
- 18 years of age or older
- Valid Driver's License
- No driving violations involving alcohol or drugs within the past 3 years

Basic Competencies

- Verbal comprehension; understand oral and written communications – both general and technical
- Good communication skills; must be able to provide clear instructions/directions
- Good reasoning skills; ability to problem solve and to troubleshoot problems
- Good Customer Service skills
- Ability to communicate clearly by radio, intercom and telephone
- Ability to analyze and prioritize multiple tasks
- Basic math skills
- Computer literate

Physical Requirements

- Stoop/bend/kneel/crouch/balance/climb on an occasional basis
- Demonstrate auditory and visual acuity

Employment Conditions

- Work safely to prevent on the job accidents and injuries
- Federal regulations require random testing for drugs/alcohol
- Must pass a background screening
- Must pass all required assessments
- Meals eaten while working; infrequent breaks

Environmental Conditions

- Work indoors in an office environment

ADRIAN & BLISSFIELD RAIL ROAD COMPANY
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Safety Commitment

Safety is a way of life at ADBF and it encompasses every aspect of company operations. Our policies were put in place to ensure the safety of all of our employees and the communities that we serve. ADBF works with the goal of preventing accidents and injuries. When a company puts safety first, everyone benefits: the employees and their families, and our customers and the communities where we work. **SAFETY IS ALWAYS THE RIGHT THING TO DO!**

This is a safety sensitive position, and as such, the candidate selected for this position must successfully complete a physical as well as a drug test. The Adrian & Blissfield Rail Road Company's Policy is **ZERO TOLERANCE FOR ALCOHOL OR SUBSTANCE ABUSE.**

This job description is not intended to be a complete list of all duties and responsibilities required for the position and, as such, are subject to review and change at any time in accordance with the needs of ADBF. Since no job description can detail all duties and responsibilities that may be required from time to time in the performance of the position, duties that may be inherent in a position shall also be considered part of the position holder's responsibility. Nothing in this job posting creates an employment contract.