**Waterloo Historic Depot Station Attendant Job Description**

Attendants for the historic Waterloo Trian Station greet and interact with Amtrak passengers and guest in a friendly and professional manner while ensuring the Depot is maintained.

**Type of Work:** Part-time up to 26 hours a week.
**Work Hours:** Amtrak Station attendant is on duty one (1) hour before the train arrives and closes immediately after last train departs to clean Depot. The Depot is open seven (7) days a week, year-round. Employees will work in rotation and will be required to work weekends and holidays.

**Two Daily Shifts:** 5:00a.m.-8:30 a.m.
 9:00p.m.- 1:30a.m.

**Pay:** This position is paid $8.69/hr.
This position reports to the Town Manager and train station supervisor.

**Requirements and Duties:**Good customer service skills, pleasant attitude.
Opens & closes the building for Amtrak Customers.
May advise passengers on local resources during train delays.
Makes passenger announcements when needed.
General cleaning of the train station.
Shovel and or snow blower, leaf blower to remove snow from sidewalks, decks and steps.
Restock supplies; candy, drinks and paper products in restrooms.
Sells snacks to passengers.
Contacts Town Manager/Depot Supervisor of any maintenance issues that arise.
Work with Town Marshal for security issues.
Help passengers to platform with luggage as needed.
Position is subject to Town Council approval.