



Job Description Museum Tea Server

Summary:

Reporting to the Curator Director, and liaising with Program Coordinator and Museum Coordinator, the Museum Tea Server supports Eldon House in its delivery of Summer Programs, including tea service, fundraisers, and educational events onsite at London's oldest home and heritage museum. This position will also support Coordinator's in engagement projects both digitally and onsite. Eldon House employs two to three Museum Tea Servers who work together with volunteers to ensure patrons enjoy a pleasant experience at Eldon House.

Key Objectives:

- Checks in with the Program Coordinator (or designate) to open and close the Interpretive Centre at the start and finish of each shift.
- Liaises with the Program Coordinator to determine daily tea reservations/event bookings.
- Manages and is responsible for a cash box with a daily float of \$200.
- Sets up tables and chairs.
- Maintains sanitary conditions in kitchen, including clean serving ware and linens, as well as additional cleaning measures.
- Prepares afternoon tea, including food items.
- Welcomes visitors, confirms reservations, encourages Museum tours.
- Serves customers and takes payments (cash, debit, or credit).
- Works to create a positive digital presence for Eldon House.
- Runs educational events onsite.
- Assists with other summer events including fundraiser's, outreach, and social media.
- Independent projects will be assigned during quiet periods.
- Performs other related duties, as assigned.

Qualifications:

- A Canadian citizen.
- Between the ages of 15-30.
- Strong interpersonal, organizational, and time management skills.
- Self-motivated with ability to communicate effectively with customers and co-workers.
- Excellent customer service with capacity to work independently and collaboratively.
- Experience with serving and cash handling is a requirement.
- Training in a tourism, hospitality, or food service program an asset.
- Familiarity with Workplace Hazardous Material Information Systems (WHMIS) an asset.
- A Food Handling Certification is an asset.
- A SmartServe license is an asset.
- Diverse linguistics is an asset.
- Work contains physical tasks. The applicant must be able to lift a minimum of 30 lbs.

Dimensions:

This part-time position is a Canada Summer Jobs project funded through Service Canada and is part of the CUPE bargaining unit. It is a 30-hour workweek, running 5 days a week (Wednesday through Sunday) between the hours 11:00 and 5:00 p.m. This summer position operates with the anticipated date of June 25 to August 30, 2025.

Remuneration for this role is \$17.80/hour.

Eldon House is an equal opportunity employer. We thank all applicants but must advise only those selected for an interview will be contacted.

Please note that this is a granted position. Candidates must make a commitment to the position for its duration.

Please submit a cover letter and resume by Tuesday, April 29, 2025, at 5:00 p.m. date via email to:

Nicoletta Michienzi
Eldon House Museum Coordinator
Email: nmichienzi@eldonhouse.ca

*** Please note that this position is subject to external funding and start dates will be confirmed shortly. ***