



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION	SUBJECT
	VOLUNTEER POSITION DESCRIPTION	Car Host/Car Attendant

Position Title: Car Host/Car Attendant

Description/Purpose of Assignment: The purpose of the Car Host/Car Attendant is to maintain order within any passenger car or caboose and passenger safety.

This task involves keeping the general public (visitors) that ride within any passenger car or caboose from jumping from car to car, from hanging out windows, riding on platform steps, and causing a disturbance during train operations. Passenger safety is the main responsibility of the Car Host/Car Attendant.

This position is vital to the museum and requires patience and strong attention to detail.

List of Tasks:

- Ensuring passenger and visitor safety
- Understanding the stop hand signal
- Working with other operating department members
- Assisting in exhibit preparation and moving equipment when needed
- Assisting in cleaning cabooses, locomotives and museum grounds
- Greeting passengers and checking tickets

Outcomes/Goals: The volunteer will know the assignment of a Car Host/Car Attendant and will have successfully performed according to acceptable Operating Department Policies and Procedures. Since a significant part of the Car Host/Car Attendant assignment requires handling of visitors, the performance is also based on courteous, proper and safe operation.

Training: All volunteers are required to attend the annual Operating Department rules testing and training. The Flagman or Crossing Guard must attend a formal and requisite training session that is focused specifically on proper handling of duties and visitors. Other topics include instructions for other railroad equipment and handling of museum equipment.

The Museum Volunteer Manager or Operating Department Superintendent will supervise all volunteers; however, an experienced volunteer may assist/lead in orientation and training.

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Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. Additional reports, such as progress reports, may be needed as requested by department manager and/or superintendent.

Time Commitment: WPRM prefers that each volunteer agrees to a minimum of hours per month to Museum service, but fewer hours are accepted. Any work that can be completed at home or outside the Museum may be done at the convenience of the volunteer, provided it has been approved.

Qualifications Needed: Car Host/Car Attendant candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the general public.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required. The Operating Department has very specific requirements for Car Host/Car Attendant.

Car Hosts/Car Attendants must meet all Operating Department “Entrance and Service Requirements” for the Car Host/Car Attendant position.

The ability to write neatly and legibly is preferred.

There is one class of Car Host/Car Attendant:

1. Car Host/Car Attendant

Other documents:

- Car Host/Car Attendant Guidebook
- Operating Department Entrance and Service Requirements book

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