



Employment Opportunity

Kittitas County, Washington

POSTED: 6/26/17

CLOSES: When Filled

COUNTY FAIR EVENT STAFF

The Kittitas County Fair is seeking candidates to fill temporary Event Staff positions. Anyone who meets the qualifications stated below may apply. Screening of applications will commence 7/3/17 and continue until all positions have been filled. **If you worked the 2016 Fair and would like to work in the same area this year, please contact Human Resources directly.**

*Please note: Event staff must be available to work a variety of shifts throughout the duration of the Labor Day weekend (certain restrictions will apply to minors), **including two (2) days prior to the start of Fair and two (1) day following the end of Fair.***

WAGE: \$11.00 per hour

ESSENTIAL FUNCTIONS:

Assist in the performance of various functions of the Kittitas County Fair. Duties may be assigned in any of the following areas:

- **Custodial functions** – Ensure restroom facilities are clean, sanitized, and stocked with supplies; respond courteously to customer requests; may be required to perform simple plumbing repairs and clean up spills; pick up trash in buildings and on grounds as needed; will require participation in Bloodborne Pathogens training and use of Personal Protective Equipment (gloves, masks, etc.).
- **Tickets** – Welcome guests to the Kittitas County Fair; accurately manage financial transactions; must be able to handle long lines and potentially difficult customers; some ticket-taking positions are outdoors but under cover.
- **Parking attendant** – May be assigned to monitor parking lots or collect parking fees; must be able to accurately manage financial transactions and potentially difficult customers; work is performed outdoors in a variety of weather conditions – use of Personal Protective Equipment is required (reflective vests and/or shirts, sunscreen, etc.).

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

ALL POSITIONS:

- Ability to work in a team-oriented and fast-paced environment.
- Ability to understand and follow both verbal and written directions.
- Ability to communicate clearly and respectfully.
- Ability to take initiative and work independently once direction is given.
- Ability to provide excellent customer service to a diverse population.
- Ability to use a computer to enter daily work hours.
- Must be available to work a variety of shifts throughout the duration of the Labor Day weekend (certain restrictions will apply to minors), including two (2) days prior to the start of Fair and two (1) day following the end of Fair.

- Minors will require a Parent/School Authorization form.

TICKETS and PARKING:

- Ability to handle cash and calculate change with comfort doing both quickly and professionally.
- Friendly demeanor; excellent customer service skills.
- Ability to work in a fast-paced environment without stress.
- Ability to stand and/or sit for long periods.
- Ability to work in a variety of weather conditions.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

PREFERRED QUALIFICATIONS:

- High School diploma or GED equivalent.
- Possess a valid Washington State Driver's License.
- Experience in a position that required friendly customer service.
- Experience processing cash transactions and making change.
- Previous experience working at the Kittitas County Fair in either a paid or volunteer position.
- Previous experience working in custodial, ticket sales, or parking.

WORKING CONDITIONS:

Depending on assignment, work will be conducted indoors or outdoors during the Kittitas County Fair, which may involve working in inclement weather, including temperature extremes and/or windy, dusty conditions. Additional exposures may include cleaning chemicals, Bloodborne Pathogens, and heavy traffic; each area will require service and assistance to a diverse population. Work may require long periods of sitting, standing, and/or walking as well as bending, stooping, kneeling, reaching, grasping, twisting, and traversing a variety of surfaces. Must be able to lift, pull, push and/or carry 25-50 lbs. and occasionally higher with assistance. Must have sufficient vision, hearing, and speech capabilities to ensure safe and effective performance of the assigned duties. PPE must be worn when required for employee safety; safety rules and regulations must be adhered to at all times.

There are variations in working hours throughout the duration of the Kittitas County Fair. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal; paper copies will not be accepted. The following items are required:

- 1) Kittitas County Employment Application
- 2) Letter of Interest
- 3) One (1) reference (please include contact email if possible)
- 4) Supplement Exam Answers

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Please rank your preference for working in each of the areas below. For example, if you are most interested in Parking, you would list it first, followed by your next position of interest. If you are willing to work in any of the positions just state "any". If there are areas you cannot or will not work in, please list them as well.
- a) Ticket Sales
 - b) Parking
 - c) Custodial
- (2) Describe your experience and/or training in each of the areas below. Your answers will be used to assign placement, so please be as detailed as possible.
- a) Ticket Sales
 - b) Parking
 - c) Custodial

