



Employment Opportunity

Kittitas County, Washington

POSTED: 6/24/2019

CLOSES: Open Until 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 will commence on 7/12/2019 and continue until all positions have been filled. If you worked at the 2017 or 2018 Fair and would like to work in the same area this year, please contact the Kittitas County Human Resource Office directly.

SALARY RANGE: \$12 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.
 - Participate in Bloodborne Pathogens training and use of Personal Protective Equipment (gloves, masks, etc.).
- Tickets
 - Welcome guests to the Kittitas County Fair in a friendly manner.
 - Accurately manage financial transactions.
 - Handle long lines and potentially difficult customers.
 - Some ticket-taking positions are outdoors but under cover.
- Parking attendant
 - Monitor parking lots.
 - Collect parking fees.
 - 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:

- **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 one (1) day following the end of Fair.**
- Ability to work in a team-oriented and fast-paced environment.

Kittitas County is an Equal Opportunity Employer

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- 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 accurately enter daily work hours.
- Must be dedicated to performing the assigned work and representing the County Fair in a professional manner at all times.
- Minors will require a Parent Authorization form.
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Tickets and Parking:

- Ability to handle cash and calculate change quickly and accurately.
- Friendly demeanor; excellent customer service skills.
- Must be able to communicate clearly.
- 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 including temperature extremes, high wind, and rain.

Custodial:

- Must attend Bloodborne pathogens basic training (to be provided during orientation).
- Must use all required Personal Protective Equipment (PPE) when performing custodial duties.

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. The following items are required:

1. Kittitas County Employment Application
2. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please list three (3) to five (5) reasons why you would like to work at the Kittitas County Fair.
2. Please provide the name, email address, and phone number of someone who knows about your training, experience, and work ethic. This could be a person or company you worked or volunteered for, a leader of a group you participate in, or a teacher.
3. Please describe your experience and/or training in each of the areas below. Be as detailed as possible.
 - a) Ticket Sales
 - b) Parking
 - c) Custodial
4. Please rank your preference for working in each of the areas below. For example, if you are most interested in Parking, list it first, followed by your next position of interest. If you are willing to work in any of the positions, please state "any". If there are areas you cannot or will not work in, please explain below.
 - a) Ticket Sales
 - b) Parking
 - c) Custodial
5. While we cannot guarantee you will be assigned to your preferred shift, we do make an effort to grant scheduling preferences. Please rank your shift preference from the list below (these are estimated start/end times). For example, if you are most interested in morning, list it first, followed by your next shift of interest. If you are willing to work any of the shifts, please state "any". If there are shifts you cannot work please explain below.
 - a) Morning (7 AM – 3:30 PM)
 - b) Mid-Day (Noon – 9:30 PM)
 - c) Evening (3 PM – 11:30 PM)
6. It takes a village to provide a successful Fair experience to those who attend which means we need all hands on deck every day. Most Fair employees will be expected to work long shifts (eight hours, sometimes more). If you cannot work long shifts, please select the maximum hours you are able to work. If you are a minor, we will follow the hour limits required by State regulations.
 - a) 8+ Hours/Day
 - b) 6-8 Hours/Day
 - c) 4-6 Hours/Day