



## Employment Opportunity

Kittitas County, Washington

**POSTED: 7/5/2022**

**CLOSES: Open Until Filled**

### FAIR EVENT STAFF

The Kittitas Valley Event Center is currently seeking candidates to fill temporary Fair Event Staff positions. Fair staff assist in the daily functions of the Kittitas County Fair during Labor Day weekend. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply as soon as possible for optimal consideration.

If you worked at the 2021 County Fair and would like to work in the same position this year, please contact the HR Department directly at [hr@co.kittitas.wa.us](mailto:hr@co.kittitas.wa.us).

**SALARY:** \$14.49 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**

- Clean, sanitize, and stock restrooms.
- Sanitize doors, counters, and other surfaces frequently. This will be a priority at the 2022 Fair.
- Respond courteously to customer requests.
- May be required to perform simple plumbing repairs and clean up spills.
- Pick up trash and recycling in buildings and on grounds as needed.
- Participate in Bloodborne Pathogens training and follow all safety requirements including use Personal Protective Equipment (gloves, masks, eye protection, etc.).

##### **Ticket Sales**

- Welcome guests to the Kittitas County Fair in a friendly manner.
- Accurately manage financial transactions while selling tickets.
- Handle long lines and potentially difficult customers.
- Some ticket-taking positions are outdoors but under cover.
- Assist customers using ticket kiosks.

##### **Parking Attendant**

- Monitor parking lots.
- Collect parking fees via Cash and Credit Card.
- 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.*

Kittitas County is an Equal Opportunity Employer

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## **MINIMUM QUALIFICATIONS**

- **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.**
- Must be dedicated to performing the assigned work and representing the County Fair in a professional manner at all times, and with a positive attitude.
- 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

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **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 accurately enter daily work hours.
- Ability to work in a variety of weather conditions including temperature extremes, high wind, and rain.
- Must complete basic Outdoor Heat Exposure training.

### **Tickets and Parking:**

- Ability to handle cash and calculate change quickly and accurately.
- Friendly demeanor; excellent customer service skills.
- Must possess clear and concise verbal communication skills.
- Ability to work in a fast-paced environment without stress.
- Ability to stand and/or sit for long periods.

### **Custodial:**

- Must attend Bloodborne pathogens basic training (to be provided during orientation).
- Must use all required Personal Protective Equipment (PPE) when performing custodial duties.
- Capable of performing manual labor for extended periods of time.
- Must have a desire to provide a healthy, clean environment for Fair patrons and work with a positive attitude.

## **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, making change, and use of credit card machines.
- 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 for extended periods. Additional exposures may include cleaning chemicals, Bloodborne Pathogens, and crowds/heavy traffic; each area will require service and assistance to a diverse population with potential exposure to a range of emotions (angry, frustrated, rowdy, etc.). 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 pounds 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. Fair Worker shifts may begin as early as 6:00 AM and go as late as midnight. Are you able to work at least eight (8) hours (exceptions granted for minors) every day between 9/1/2022 and 9/5/2022?
2. Tell us about your experience and/or training in each of the areas below. Be as detailed as possible.
  - a) Ticket Sales
  - b) Parking
  - c) Custodial Service
3. 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 you worked or volunteered for, a leader of a group you participated in, or a teacher.
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 write "any." If there are areas you cannot or will not work in, please explain.
  - a) Ticket Sales
  - b) Parking
  - c) Custodial Service
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 most preferred to least preferred. For example, if you are most interested in working in the morning, list it first,

followed by your next shift preference. If you are willing to work any of the shifts, please write "any." If there are shifts you cannot work please explain.

- a) Morning/Opening
- b) Mid-Day
- c) Evening/Closing