

Position Description

Position: **Gate Admission Attendant**

Reports to: Ticket Manager

Status: Part time position to work flexible shifts.

Anticipated start date: July 10th-18th

General:

The Gate Admission Attendant has the responsibility of taking and filling customers orders at the Red River Valley Fair held during July 10th-18th of 2009.

Supervision:

The Gate Admission Attendant reports directly to the Ticket Manager. The General Manager as well as the Assistant General Manager will also provide coordinating information and instructions on a regular basis.

Hours:

The Gate Admission Attendant will work varied hours, ranging from 6:00 am – Midnight during the Red River Valley Fair.

Duties:

1. To work closely with management and subordinates, stimulating motivation and a sense of group satisfaction.
2. To physically be able to stand for great lengths of time.
3. To be visible and available to guests at all times throughout your shift.
4. To satisfy the needs of guests as politely and efficiently when it is within the jurisdiction to do so.
5. To be aware of all activities at the Fairgrounds and report any suspicious activities to management.
6. To respond to emergency situations (i.e. medical, fire, tornado etc)
7. The Gate Admission Attendant also performs any other duties that may be required by the Ticket Manager.

Job specifications:

- Must possess a pleasant and warm attitude with great attention to detail and customer service.
- Must work at a swift pace, take initiative, and anticipate guest needs. The Gate Admission Attendant must be willing to work days, evenings, and weekends.
- Must possess the following skills:
 - Excellent communication and interpersonal skills
 - Detail oriented and self starter.
 - Pleasant demeanor, warm attitude and outgoing personality with great attention to customer service
 - Work independently and as part of a team
 - Handle compliments and complaints
 - Assertive as well as tactful
 - Work under pressure
 - Available for evening and weekend shifts.
 - Positive work attitude
 - Work and react with a sense of urgency in a fast-paced environment.
 - Responsible, mature, and project a professional appearance.
 - Stand for great lengths of time

Terms and Conditions of Employment:

Expect evening, morning and weekend hours. All employees are expected to adjust personal schedules if event demands should change; however every effort will be made to create an advance schedule.

Respectful dress is required during events. Pressed, clean jeans or khakis should be worn. This is a professional organization, which requires the staff to dress appropriately at all times. No worn denim jeans will be permitted. Hair should be neat, no baseball caps or bandannas.

Pay Rate:

\$XX.XX per hour. Hourly rate based on experience. This is a non-benefitted position.

Application Procedure:

Application forms for this position are available at the Red River Valley Fair Office or online at www.redrivervalleyfair.com

Applicant Documents:

Completed job application

Send to:

Jake Bakke

Ticket Manager e-mail: tickets@redrivervalleyfair.com

Red River Valley Fair Association For additional information call 701.282.2200

PO Box 797

West Fargo, ND 58078.