



Position Description

Position: **Restroom Attendant**

Reports to: Operations Manager

Status: Part time position to work flexible shifts.

Anticipated start date: End of April

General:

The Restroom Attendant has the responsibility of maintaining a clean and inviting facility at the Red River Valley Fair Association Grandstand events held during the summer of 2009. Typical events include: Friday Night Racing, Red River Valley Fair, Big Iron Farm Show, Special Races and Events.

Supervision:

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

Hours:

The Restroom Attendant will work varied hours, but mainly 5:00 pm – 1:00 am on Friday evenings from May through August at the Red River Valley Speedway. Additional evenings and weekends may be available. The Restroom Attendant must be flexible in their work schedule during the 2009 Red River Valley Fair, July 10-18, 2009. The week prior to, during and after the Fair will require additional hours without the opportunity of vacation time.

Duties:

1. To work closely with management and subordinates, stimulating motivation and a sense of group satisfaction.
2. To physically clean and maintain the restroom facilities to ensure its cleanliness throughout the vents.
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 Restroom Attendant also performs any other duties that may be required by the Operations 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. Must be comfortable working alone. Must be willing to work days, evenings, weekends and holidays.

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.
- Ability to train and perform custodial duties.
- Positive work attitude
- Work and react with a sense of urgency in a fast-paced environment.
- Responsible, mature, and project a professional appearance.
- Lift 35 to 60 pounds, climb stairs and push carts.

Terms and Conditions of Employment:

Expect evening 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:

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