

17th District Agricultural Association
Nevada County Fairgrounds

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Seasonal Employment Job Descriptions

GENERAL:

- Starting June 2008 through November 2008. Starting and ending times will vary with job position.
- Hours vary, salary varies beginning at \$8.00 per hour.
- Must be available to work weekends and holidays.
- Employees must maintain a positive customer service attitude.
- Most positions require that the applicant be at least 16 years of age. If you are under the age of 18 and still in high school, you will be required to furnish a completed Work Permit before you begin employment. You can obtain a work permit from the District Office of the school you are attending.
- No alcohol or drugs. Violation will result in immediate termination. Smoking is permitted only during employee breaks and away from public viewing.
- All positions may be subject to drug testing, background check and a Megan's Law CD-ROM search for sexual offenses.

DEPARTMENT	WORKING TITLE	DUTIES
<u>Cashier</u>	Gate Cashier	Sell admission tickets to Fair guests. Cashier is responsible for verifying a change fund, making change accurately, and balancing sales daily. Must be at least 18 years of age and have cash handling experience.
	Ticket Monitors	Take tickets from guests and greet them as they enter the fairgrounds. Employees often stand for long periods of time outdoors (rain or shine).
	Cash Room Control Cashier	Count and verify gate cashiers total to their control sheets. Prepare deposits to be sent to the bank (vault). Computer input of gate cashiers data into a database. Assist in the delivery of change funds to Gates and Parking Lots. Responsible for taking out and returning paperwork associated with deliveries.

DEPARTMENT WORKING TITLE**DUTIES**Cashier (continued)

Box Office Ticket Sales

Sell tickets to various Fair events and the Draft Horse Classic. Sell tickets utilizing both a manual ticketing system and a computerized ticketing system or Tickets.com system. Handle Visa/Master Card charges. Assist guest with questions.

Exhibits

Exhibit Crew

Under supervision performs the physical work required in the construction and installation of competitive exhibits such as Agriculture, Arts & Collectables, Clothing & Textiles, Floriculture, Baked & Preserved Foods, Junior Exhibits and others exhibits. Work performed includes moving exhibits props to and from storage, installation of props, hanging banners and decorative fabric, constructing, finishing and painting of exhibits and exhibit props. Clean and maintain exhibits and exhibit area. Performs artistic work required for the exhibit program such as murals and decorative signage. Assist in the receiving and displaying of exhibits. Staff exhibits during Fair operation; acts as informational person and secures exhibits from vandalism.

Exhibit Supervisors

Coordinates, plans and directs competitive programs and special programs for one department or a selected number of departments. Oversees program operation and exhibits during the Fair; aides participating exhibitors and participants with their requirements for presentation. Oversees and supervises judging process. Responsible for clerical work associated with judging as well as proper ribbon placement. Manages the exhibit building and activity site; secures the exhibits from vandalism and theft. Responsible for the orderly release of exhibits to participants.

Exhibit Clerk

Assist in the receiving and displaying of exhibits. Assist the judges with clerical support during the judging process. Responsible for proper ribbon placement on exhibits. Staff exhibits during Fair operation; acts as information person and secures exhibits from vandalism. Clean and maintain exhibit area during the Fair. Releases exhibits to participants following the Fair.

DEPARTMENT WORKING TITLE**DUTIES**Exhibits

Exhibits Entry Clerk	Assists entry office in performing the clerical and non-clerical duties associated with receiving, organizing, judging and returning Nevada County Fair entries and related forms, entry fees and awards. Computer input, verifies accuracy of entry forms and fees and informs exhibitors of deficiencies; prepare mailings; handles phone inquiries; receives and verifies entries. Data entry skills and basic knowledge of Microsoft Word and Microsoft Excel required.
Livestock Clerk	Assist Livestock Superintendent with receipt of entries, verification, correction of deficiencies, production and accuracy of judging sheets, managing collection of fees, distribution of awards and ribbons. Manage, clerk and act as announcer in livestock show rings. FFA and 4-H background helpful. Assist in setting up panels, pens, stalls, show areas and rings. Position may require long hours. Experience and knowledge of livestock necessary.
Special Events Assistant	Under direction, plan and coordinate special contests and events such as grape stomping, The Outback, Squashmobile Racing, and various other activities. Good organization skills required. Creativity helpful. Good customer service skills and communication skills necessary. Construction skills, utilizing small hand tools helpful.

Maintenance

Maintenance Worker	Maintain cleanliness of fairgrounds. Empty garbage cans, clean and maintain restrooms, pick up trash, perform heavy manual labor, shovel manure and other tasks as needed to keep the fairgrounds clean. Assist in the repair and maintenance of the facility. Additional functions could include plumbing, painting, carpentry, equipment repairs, electrical repairs, driving a water truck, driving forklifts, etc.
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DEPARTMENT WORKING TITLE**DUTIES**Maintenance (continued)

Gardener

Assistant Gardener

Maintain landscapes, install plants, prepare soil and debris removal. Operate landscape related equipment. Perform irrigation repairs and water plant material via hose or sprinkler system. Maintain and clean landscape equipment. Perform other landscape related tasks as required.

Clean Up Crew

Maintain cleanliness of fairgrounds during the Fair, Draft Horse Classic and other Fair produced events. Empty garbage cans, pick up trash, clean up arena grandstands, sweep buildings and perform other tasks as needed to keep the fairgrounds clean. A night Clean Up Crew works through the night to prepare the fairgrounds for opening the following day. Specify on your application if you are available to work on the night crew.

Restroom Crew

Clean and maintain restrooms during the Fair. Pick up trash in the restrooms.

Office

Front Office

Customer Service

Answers all calls and inquiries from patrons pertaining to a variety of issues relating to the Nevada County Fairgrounds. This is a high pressure environment and calls and public interaction will be steady. Positive attitude and strong communication skills and customer service are mandatory.

Administrative Assistant

Performs general office clerical functions, including but not limited to mailings, filing, phone work, transmitting press release, maintaining mailing lists, correspondence and Board of Director's minutes. Computer knowledge in Microsoft Word and Microsoft Excel required.

Computer Technician

Responsible for the management of the computer network including but not limited to upgrading software, maintaining virus protection, performing timely backups. Must develop a thorough knowledge of all office software and database management systems. Assist other employees with computer challenges. Must be knowledgeable of Excel, Word, Publisher, Access and Internet/ email systems.

DEPARTMENT WORKING TITLE**DUTIES**Recreation Vehicle Park Staff

Assistant Camp Host

Assist Camp Host with managing the Recreation Vehicle Facility in South Park including but not limited to placement of RV's, collection of fees, enforcement of rules, insuring proper paperwork including insurance documents are completed, keeping the office informed of occupied sites, coordination of reservations, general clean up and security. Must have strong customer service and communication skills.

Parking

Parking Lot Crew

Direct cars to available parking spaces, open and close parking areas and provide gate control. Employees often stand for long period of time outdoors (rain or shine). Parking employees must maintain a positive customer service attitude. Note: Individuals sensitive to dust, car exhaust, heat or cold should not apply.

T Shirt Patrol

"Red Shirt"

The "Eyes and Ears of the Fair" responsible for providing information to the Sheriff deputies in the event an incident develops that requires the intervention of law enforcement. The T Shirt Patrol is not considered the law enforcement of the Fair. To be interactive with the Fair patrons, providing information and customer service assistance.

To act as a Ticket Monitor, taking tickets from guests and greeting them as they enter the grounds.

To provide safety for the cashiers. To utilize radio communication to report any emergencies or service required by the cashiers. To be aware of the illegal entry of alcohol, weapons or any other potentially dangerous items.

To act as Exit Gate personnel, providing a hand stamp to patrons leaving the grounds. Notifying a supervisor if a patron is identified as being inebriated.

Employees often stand for long period to time outdoors (rain or shine).