



Job Description
Prepared/Revised Date: July 2019

Job Title: **Event Assistant**
 Job Family: **Non-Classified**
 Pay Program: **Seasonal**
 Typical Work Year: **On-call, Seasonal**

Job Code: **090727**
 FLSA Status: **Non-Exempt**
 Pay Rate: **\$12.40/ hour**

SUMMARY: This is a “per event” position which assists the Athletic Facilities Lead Operator, Stadium and/or Aquatics Operator during routine and special events held at the Veteran’ Memorial Aquatic Center, Five Star Stadium and North Stadium, or during other special district events on or off the district buildings and grounds. This position is responsible for taking admission tickets and/or money, reconciling same, running concession stands and doing pre and post inventory of concession items.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Sell and issue tickets, receives money, check or credit card payments, gives correct change as appropriate, to paying guests. Checks credentials of non-paying attendees. Provides superior customer service and interactions with staff and guests. Answers guests’ questions and resolves guests’ conflicts and situations or escalates difficult issues to the Aquatics Center/Stadium Operator or responsible administrative staff person. Refers disruptive guests to appropriate administrator.	Per function	40%
2. Counts, balances and resolves overages/deficiencies in balancing currency for concession booth. Performs cash register closeouts including register reports. Ensure appropriate monies are placed in bank bag for the next event.	Per function	15%
3. Prepares and sells concession items to stadium patrons; counts and prepares pre and post event inventory of concession items. Makes note of any maintenance needed in the concession area. Ensures lead operator or administrator is aware of needed supplies and/or maintenance issues.	Per function	40%
4. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must be a minimum of 16 years old.
- Experience in cash handling and public contact preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to consistently issue correct change in a quick and efficient manner.
- Ability to responsibly handle cash, checks and credit card receipts.
- Ability to count and record cash/checks/credit card receipts at end of district function.
- Ability to maintain confidentiality of revenues, receipts, credit card numbers and any other personal information obtained during the course of a district event.
- Highly developed sense of integrity and commitment to customer satisfaction.
- Willingness to work a flexible schedule.
- Ability to work independently with minimal supervision.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with cash register and calculator.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facility Use Manager	100518

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Must balance revenues from each event. Must accurately count and record all cash, check and credit card transactions. Must accurately count concession inventory pre and post event.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk		X		
Sit		X		
Use hands and fingers, to handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze	X			
Communicate				X
Copy	X			
Coordinate	X			
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate	X			
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	