

17th District Agricultural Association  
**Nevada County Fairgrounds**

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# Part Time Employment Job Descriptions

**GENERAL:**

- Starting June 2017 through November 2017. Starting and ending times will vary with job position.
- Hours vary, salary varies beginning at minimum wage.
- 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 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).

**DEPARTMENT WORKING TITLE****DUTIES**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 exhibit 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. 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. Releases exhibits to participants following the Fair.

Maintenance

## 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.

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