

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

P.O. Box 2687  
11228 McCourtney Road  
Grass Valley, CA 95945  
Phone: (530) 273-6217  
FAX: (530) 273-1146  
Email: [information@NevadaCountyFair.com](mailto:information@NevadaCountyFair.com)  
Web Site: [www.NevadaCountyFair.com](http://www.NevadaCountyFair.com)

# Part Time Employment Job Descriptions

**GENERAL:**

- Starting June 2015 through November 2015. 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 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.

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.

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.

**DEPARTMENT WORKING TITLE****DUTIES**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 of time outdoors (rain or shine).