

Code: 9909

Title: EVENTS WORKER

SUMMARY: Performs a variety of general tasks related to County-hosted events including working in the areas of concessions, parking, security, ticket collecting and/or grounds and facility maintenance.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts beginning and ending concession and/or supply inventories;
Receives, unpacks, and stores materials, supplies, and equipment;
Receives money from the public in payment for snack and novelty items purchased and makes change;
Maintains and balances cash register funds, and maintains records of money received and items sold;
Maintains clean working conditions in area of assignment in compliance with sanitary regulations;
Performs routine maintenance tasks including weeding, painting, cleaning and field maintenance;
Directs vehicles for event parking;
Maintains security on event grounds and in parking areas;
Performs ticket collecting duties;
Moves equipment and furniture;
Provides janitorial services including restroom clean-up/product re-stocking, trash pick-up, trash can liner replacement and facilities/equipment clean-up.

KNOWLEDGE & SKILLS:

Knowledge of:

- basic operation of concessions;
- standard receiving, inventory, and sales practices and procedures;
- simple cash transactions and record maintenance;
- basic arithmetic functions and cash register operation;
- practices, tools and equipment used in the maintenance, repair and cleaning of grounds and facilities;
- general safety and sanitary practices relating to area of assignment.

Skill in:

- providing customer service in large, and sometimes unruly, crowds;
- requisitioning supplies;
- maintaining effective working relationships;
- understanding and following verbal and written instructions;
- performing basic arithmetic calculations and cash register operations;
- performing routine manual labor tasks.

MINIMUM QUALIFICATIONS:

Any combination of training, education, and experience which demonstrates the minimum knowledge, skills, and abilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Current first aid and cardio pulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training. Some positions are required to have a Fingerprint Clearance Card. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required

licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: This classification requires the ability to lift and carry up to 50 pounds, and the ability to stand for long periods of time, often under unfavorable weather conditions. Any additional physical and sensory abilities will be determined by the position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

8/6/13(jj)
Updated 1/7/14(lsg)