

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **TEMP – PARKS AND FAIRGROUNDS EVENT HOST**

Spec No. 8100

### **BASIC FUNCTION**

Provide customer service and monitor events to safeguard resources and ensure guest compliance with park policies.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Opens and closes facility and gates after hours.
2. Conducts pre- and post-event facility inspection and inventory.
3. Monitors event and maintains contact with guests to ensure compliance with license agreement, park rules and facility policies; refers to guidebook for assistance.
4. Contacts park staff and/or appropriate authorities in the event of an emergency, malfunction or disorderly behavior.
5. Prevent access to unauthorized areas and direct evacuation of facility in an emergency.
6. Provide cleaning supplies and assist renter in identifying cleanup requirements; some cleaning (e.g. sweeping, spot mopping and wiping down tables) may be required.
7. Document times, incidents, contacts and assistance provided to guests.

### **MINIMUM QUALIFICATIONS**

Must be 21 years of age. One year customer services experience is highly desired.  
Must pass job related tests.

### **SPECIAL REQUIREMENTS**

Work performed will be evenings, weekends, and holidays. Schedule is temporary and sporadic and based upon hours facility is rented, which will range from 4 hours to 12 hours per event. Candidate must be flexible and able to work on short-notice. If currently employed by Snohomish County, combined hours cannot exceed 40 hours per week.

### **KNOWLEDGE & ABILITIES**

Ability to:

- lift 50 pounds
- work evenings, weekends, and holidays
- work in all weather conditions
- work independently

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#### KNOWLEDGE & ABILITIES (Continued)

- take accurate notes
- communicate clearly with tact and courtesy
- be punctual

#### SUPERVISION

The employee reports to and receives general direction from an administrative supervisor, as assigned.

#### WORKING CONDITIONS

The work is performed primarily indoors with periodic walks outdoor in all types of weather. Employee will be required to work evenings, weekends and holidays as needed.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 2000

Revised: February 2018

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 229 – Classified Pay Plan

Workers Comp: 1501 Hazardous