

**Position Title:** Home & Crafts Attendant - Temporary/Part-Time

**Position Location:** Moore Building

**Reports To:** Home & Crafts/Cookie Kitchen Superintendent

**Pay:** \$7.50/hour

**General Purpose:**

Work in Home and Crafts receiving and displaying entries for judging.

**Job Responsibilities:**

Greet guests. Take in and tag items to be judged. Organize items by category.

Assists during judging.

Display items throughout the building.

Answer questions from patrons and distribute pocket guide/maps.

Assist with returning entries to guests.

Assist in cookie kitchen if needed.

Assist Home and Crafts Superintendent as needed.

Review and follow printed safety materials and safety training. You are expected to immediately report to your supervisor any safety concerns.

Review your timecard regularly and report errors to your supervisor immediately.

Follow dress code (page 24 of the employee handbook), remembering that flip-flops or open toed shoes are not permitted on any staff member during work.

You are expected to report to work on time at the scheduled start of your work shift. Reporting to work on time means you are ready to start work, not just arriving at scheduled start time.

**Skills Needed:**

Excellent customer service and communication, work well with others.

Computer skills and proficient with Word, Excel and Outlook. Understand software used for entries and judging.

Understand importance of health and hygiene. Maintain neat appearance.

Work in fast-paced environment.

Climb ladder.

**How many pounds must you be able to lift?**

40 lbs.

**How much time are you standing each day?**

Typically, this position requires standing except when on a scheduled break.

**Tentative Work Schedule/Dates:**

Work schedules vary by position and day of the week. Please get an exact schedule from your supervisor.

Times subject to change depending on weather, crowds, etc.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.