

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

**Position Location:** Moore Building

**Reports To:** Home & Crafts Superintendent

**Pay Rate:** \$7.50/hour

**General Purpose:**

Contribute to the success of the annual home and crafts exhibition by providing essential support in receiving, displaying, and managing entries. This role involves interacting with guests, assisting with judging, and ensuring a positive exhibition experience for all. Teamwork and maintaining a friendly environment are key.

**Job Responsibilities:**

- Greet guests in a friendly and professional manner.
- Receive, tag, and organize home and crafts entries according to designated categories.
- Assist in the setup and display of exhibition items throughout the building.
- Provide support to judges during the judging process.
- Answer guest inquiries about exhibits and provide information on the fair.
- Distribute pocket guides and maps to visitors.
- Assist with returning entries to guests at the conclusion of the exhibition.
- Support the cookie kitchen as needed, including assisting with preparation and serving.
- Assist the Home & Crafts Superintendent with various tasks as required.
- Adhere to all fair safety protocols and immediately report any safety concerns.
- Comply with the fair's dress code policy.
- Report to work on time and maintain regular attendance.
- Review timecard regularly and report errors to supervisor immediately.

**Skills Needed:**

- Ability to work independently and as part of a team.
- Basic computer skills required to assist judges with digital scoring or data entry.
- Excellent customer service and interpersonal communication skills and capable of interacting professionally with exhibitors, colleagues and fair guests.
- Ability to work effectively in a fast-paced environment.
- Knowledge of crafts, sewing, or baking is a plus but not required.

**Physical Requirements and Working Conditions:**

- Physical Activities: The position involves climbing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting (up to 40 pounds), fingering, grasping, feeling, and talking. These activities require agility, coordination, and strength to handle and display home and crafts items effectively.

- **Physical Requirements:** Medium work is required, involving the exertion of up to 40 pounds of force occasionally, 20 pounds frequently, and 10 pounds constantly. The job involves standing and moving around for extended periods.
- **Visual Requirements:** The worker needs to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, such as maintaining the exhibition space and handling home and crafts items.
- **Working Conditions:** The worker is not substantially exposed to adverse environmental conditions, as the work primarily occurs indoors in a controlled environment, such as the exhibition space in the Moore Building.

**Tentative Work Schedule/Dates:**

Work schedules vary by position and day of the week. Please get an exact schedule from your supervisor. In general, this position begins two weeks prior to the fair and continues through two days after the fair.

**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.

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