

Building Attendant

Reports To: Assigned Building Superintendent

Pay Rate: \$7.50/hour, temporary and part-time position

Job Summary

Building Attendants serve as welcoming and helpful representatives of the South Carolina State Fair. They assist fair guests, exhibitors and vendors; answer questions and provide directions; monitor assigned buildings and exhibits; and help maintain a safe, clean and enjoyable environment. Building Attendants should be dependable, attentive and committed to being good stewards of the fair.

Essential Functions

Qualified individuals must be able to perform the following essential functions with or without reasonable accommodation:

- Greet and assist fair guests, exhibitors and vendors in a friendly and helpful manner.
- Answer questions, provide directions and distribute pocket guides or maps.
- Monitor the assigned building and exhibits to help prevent damage, disruption or unsafe conditions.
- Remain alert and report safety, security or maintenance concerns to a supervisor.
- Help maintain a clean and orderly building by performing light cleaning, emptying trash and keeping public areas tidy.
- Assist vendors, staff members and other departments as needed.
- Follow all South Carolina State Fair policies and safety procedures.
- Maintain a neat appearance and follow the fair's dress code.
- Report to work on time and maintain dependable attendance throughout the fair.
- Regularly review timecards and report any discrepancies to a supervisor.

Skills and Qualifications

- Friendly and helpful attitude with strong customer service skills
- Good communication and teamwork skills
- Ability to remain alert and monitor surroundings
- Willingness to assist with a variety of duties
- Dependable, punctual and able to follow instructions

Physical Requirements and Working Conditions

- The position requires standing and walking for extended periods.
- The employee may be required to reach, bend, lift and carry items.
- The position requires the ability to observe the building, exhibits and surrounding areas and communicate with guests, vendors and staff.
- The employee may occasionally be required to lift or move up to 50 pounds.
- Work primarily takes place indoors, although employees may occasionally be exposed to changing temperatures, crowds and noise associated with the fair environment.

Tentative Work Schedule/Dates: Work schedules vary by position and day of the week. Please get an exact schedule from your supervisor.

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.

The South Carolina State Fair is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.