

Cascade County

Job Vacancy Announcement

Position: Event Assistant	Closing Date: April 5, 2012
County Department: State Fair/ExpoPark	Dept. Admin: Lisa Bracco
Type of Position: Full-time	Salary: \$10.35 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

Responsible for assisting the Event Director with event needs such as promoter notes, paperwork, filing, returning phone calls, prospective event meetings and tours, food and beverage inventory control, food prep and cooking and assisting in scheduling at events at ExpoPark. Assists the Event Director and Food & Beverage Assistant with overseeing the food and beverage area at public gatherings, sports events, concerts, and other events within the ExpoPark; assists with scheduling part-time concession staff, preparing and selling over-the counter food and beverage items, and cash handling; assist the Event Director with promoter notes, phones calls, event meetings, filing and typing; assists with inventory in the concessions stands; maintains high sanitation and hygiene expectations which meet or exceed standards and regulations; complies with sanitary practices for food handling, general cleanliness, and maintenance of kitchen and concession areas; prepare food and serving of food; assists with cleaning and maintenance of concession areas; ensure a safe working and guest environment to reduce the risk of injury and accidents; exhibits a high degree of customer service skills and positive attitude with staff and customers. The position is challenged by the nature of an event driven facility and the food and beverage area requirements. The position is required to work sporadic hours, nights and weekends.

Job Requirements

Knowledge and understanding of: Food preparation and serving; health standards and regulations for food handling; environmental health standards for food and beverage; food and beverage concession operations; safety rules, procedures and practices; modern office procedures; computer, spreadsheet knowledge, and software programs; customer service.

Skill to: Handle the pressures of a wide range of concession activities; communicate well with a diverse staff, promoters, customers, temporary workers and the general public both orally and in writing, using both technical and non-technical language.

Ability to: Get along with diverse groups of people and ability to be a team player; operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties; speak clearly and persuasively in positive or negative situations; write clearly and informatively, varying writing style to meet needs; read and interpret written information; complete work in a timely manner; observe safety and security procedures; promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observes established lines of authority; maintain confidentiality; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; respond promptly to requests for service and assistance from the public and various office personnel; deal with frequent change, delays or unexpected events.

Education and Experience Requirements

High school diploma or GED **and** two (2) years' experience in the food service industry, business, event industry or closely related field. Must have a valid Montana Driver's License.

The successful Applicant shall serve a 6 month probationary period and a criminal background check will be conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.