



PERSONNEL COMMISSION

**Class Specification
5022 EEO 099 XC**

ASB EVENT WORKER

JOB SUMMARY

Under direct supervision, perform a variety of general duties in support of athletic or school activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Sell and/or collect tickets for a variety of athletic and school events; collect monies and make correct change. ***E***
- Maintain a variety of routine records and files related to assigned activities. ***E***
- Serve as an usher at events and direct attendees to seats and general locations; assist in maintaining order at sports events; assist with crowd control measures as directed. ***E***
- Serve as a parking attendant as assigned; direct patrons to designated parking areas. ***E***
- Work in concession stands as assigned; serve hot and cold foods and beverages; collect monies for food and beverages; assist with inventorying supplies; observe applicable health and safety regulations. ***E***
- Communicate with students, parents, faculty and the general public to provide information regarding events, coordinate activities and resolve issues; serve as a positive role model to students and show support of school functions and rules. ***E***
- Participate in general clean up of facilities before, during and after events; set up chairs, tables and other items needed at events; assist in the opening and closing of facilities used for the events. ***E***
- Operate a variety of office equipment including a cash register and calculator. ***E***
- Attend a variety of meetings and workshops.
- Assist faculty and administrative staff with general clerical duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the ASB Event Worker classification perform a variety of general duties in support of athletic and school events such as football, basketball, track, baseball, gymnastics, fund-raisers, theatre and dances which attract large numbers of students, staff and the general public. Incumbents sell and/or collect tickets, assist in directing attendees to seats and general locations and assist in maintaining order at events.

EMPLOYMENT STANDARDS

Knowledge of:

Basic math and cashiering skills.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic record-keeping techniques.
Appropriate student conduct.

Ability to:

Learn event procedures and related laws, codes, rules and regulations.
Greet the public courteously.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Maintain routine records.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Understand and follow oral and written instructions.
Operation of a variety of office equipment including a cash register.

Training and Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Evening and variable hours.
Constant interruptions.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a cash register and make change.

Sitting or standing for extended periods of time.

Walking.

Lifting and carrying moderately heavy objects weighing up to 15 pounds.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.

8/15/02