



Where weekends mean bargains!

JOB DESCRIPTION

POSITION: Hand Stamping Admissions

REPORTS TO: Management

SUPERVISES: None

I. JOB SUMMARY:

You are the usually the last person that the public comes in contact with. You not only stamp hands for people to get back into the fair, you are selling 7 mile fair's image to the customer. Make sure this person(s) feel good that they want to come back to the fair. As people leave the fair ask them if they would like a hand stamp for reentry to the fair. If needed help customers by opening doors for them if they have big packages, strollers, etc. Treat them like you would like to be treated. Be courteous, understanding, and thank them for them for visiting the fair and to come back soon.

II. JOB FUNCTIONS

A. Essential Job Functions:

1. Hand Stamp for customers that are coming back in to fair that day.
2. Make sure that customers are entering the fair properly and not coming through the exit doors.
3. Give directions to bathroom, office, etc. when asked by customers.
4. Answer all questions of customers or refer them to someone who has the answers.
5. Open doors when possible for customers with big packages, strollers, etc.
5. Become familiar with 7 Mile fair and its operating hours, vendor inquiries etc.
6. Suggest improvements to Management as seen.
7. Maintain a safe and orderly work environment.
8. No one is to take off without permission from management.
9. Soda and bathroom breaks are at the discretion of ticket sellers.
10. No one is allowed in free unless approved by management.

B. Other Job Functions:

1. Other duties as assigned.

III. MINIMUM QUALIFICATIONS:

A. Knowledge and Abilities:

1. Ability to project a positive image of 7 Mile Fair to customers.
2. Ability to work a varied schedule and flexible hours.
3. Ability to follow instructions.
4. Ability to communicate to customers, co-workers, and supervisors in a professional manner. Answer customer questions and concerns or refer to supervisor or another employee for further information.
5. Ability to work independently and responsibly.

B. Training and Experience:

1. Basic reading, writing, and math skills.

C. License or Certificate:

1. None required.

D. Physical/Sensory Demands: (Range of motion, weight requirement, repetitive use of hands/feet, speech, vision, hearing, other requirements)

1. Ability to move throughout the fair.
2. Ability to sit, stand, bend, reach for several hours if necessary.
3. Ability to lift, push, and pull a minimum of 10 pounds as required.
4. Ability to communicate with customers, co-workers and supervisors.

IV. ADDITIONAL QUALIFICATIONS PREFERRED:

- A. High school graduate or equivalent preferred.
- B. Prior retail experience preferred.