

ADAMS COUNTY
invites applications for the position of:
Adams County Fair Assistant -
Food & Beverage

SALARY: \$10.07 - \$14.10 Hourly

OPENING DATE: 05/14/18

CLOSING DATE: 06/04/18 04:30 PM

PRIMARY RESPONSIBILITY:

[Adams County Fair](#)

The successful candidate will focus on assisting the Event Services and Beverage Supervisor for the Adams County Fair. This position will also perform and assist in a variety of technical and clerical duties involved with the planning and production of the Adams County Fair and other special events as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Type a variety of correspondence forms and documents.
- Distribution of fair packets to food and beverage vendors.
- Assist in check in of food and beverage vendors.
- Assist in Royalty Program.
- Assist in the promotion of the Fair and Special Events at a variety of festivals throughout the summer.
- Assist Fair Manager in some aspects of Senior Day, Agriland, Kids Day, Contests, Entertainment Program, Concerts and all special events and programs as necessary.
- Assist Beverage Supervisor with special events throughout the summer, including Stars & Stripes Festival and the Fair.

Knowledge, Skills and Abilities:

- Ability to work independently.
- Ability to lift up to 60 pounds frequently and move up to 164 pounds occasionally.
- Excellent communication and customer service skills.
- Proficient in computer software.
- Fantastic Customer Service skills and high expectations for quality.
- Ability to work under high pressure situations.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.

REQUIREMENTS:

- **Experience:**
 - Two (2) years experience in customer service and working with the public.
 - Experience in the areas of bar/restaurant services and special events is desirable.
- **Education and Training:** High school diploma or GED equivalent required.
- **License or Certificate:** Possession of, or the ability to obtain, a valid Colorado Driver's License.
- **Background Check:** Must pass a criminal background check.

SPECIAL REQUIREMENTS:

- **Physical Requirements:**
 - Ability to lift beverage cases, possibly more than one at a time, (up to 60 pounds), frequently without assistance.
 - Ability to move up to 164 pounds occasionally.
 - Successful candidates may be required to pass a pre-placement/post offer strengths assessment.
- **Work Schedule:** Days and hours will vary and range from 24-40 hours per week, with weekends and nights included.

APPLICATIONS MAY BE FILED ONLINE AT:

4430 S. Adams County Parkway, Suite C4000B
Brighton, CO 80601-8213

crecruit@adcogov.org

Position #03308

ADAMS COUNTY FAIR ASSISTANT - FOOD & BEVERAGE
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