



**Elkhart County 4-H Fair & Agricultural Exposition, Inc.
Operations Team**



Job Title

Facilities – Housekeeping

Employment Type

Full Time - Permanent

Job Description

Under general supervision this position is responsible for set-up, and tear-down, during all special events. Position will include housekeeping duties as necessary to maintain the quality standard of grounds.

Duties include a variety of skilled and unskilled manual labor tasks.

Essential Duties and Responsibilities

- Individual will be required to do housekeeping. This includes maintaining restrooms, showers, buildings, and kitchens.
- This position includes transporting and setting up tables, chairs, stages, trash cans, basic audio systems, and other equipment necessary for a successful event.
- Employee must be self-starter and work with little supervision.
- Individual will have contact with the general public and clients and is expected to be professional and courteous at all times.
- May require evening and weekend hours during high volume times of the year.
- Work requires general cleaning.
- Trash collection and removal.
- Minor building maintenance and painting.
- Blowing Off/Sweeping of sidewalks and entrances.
- Trash and debris pick-up on the grounds.
- Individual will operate various machinery on the grounds including but not limited to fork lifts, man-lifts, floor scrubbers, and golf carts.

Qualifications

All employees of the Elkhart County 4-H Fair & Agricultural Exposition, Inc, are expected to be constant TEAM PLAYERS. It is our goal to provide excellent customer service and host the best events in the nation, including the annual Elkhart County 4-H Fair.

Education and Experience

- Prior similar experience is helpful.
- High School Diploma or GED preferred.
- Must have valid Driver's License.

Physical Demands

- This position requires the individual to be constantly moving; bend, twist, turn, lift, climb, reach, and kneel.
- Work required both outdoor and indoors acknowledging extreme temperatures and a variety of weather conditions.
- Individual must be able to lift and carry 40 pounds.

- Ability to work in a noisy environment.

Skills and Abilities

- Fork-lift driver or willingness to attend classes is beneficial.
- Good oral communication and the ability to read, write and communicate in English.
- Excellent hospitality and customer service skills, service standards, guest relations, and etiquette.
- Must be self-motivated and able to work in a fast-paced environment.
- Mature judgement and professionalism in handling all matters.

Hours of Work

- Flexible scheduling available.
- Individual must be able to regularly work 40 hours per week.
- Overtime hours are available and at various times throughout the year and required during peak operations.
- Scheduled time off is NOT available during the month of July and limited June – August.

Location

Elkhart County 4-H Fair & Agricultural Exposition, Inc.
17746-D CR 34
Goshen, IN 46528

INTERESTED APPLICANTS MAY SEND RESUMES TO:

Shelly Steury
General Manager
shelly@4hfair.org

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