

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9651

EVENT STAFF WORKER

NATURE OF WORK

This work involves taking tickets at public events, checking passes, assisting security personnel in directing the parking of cars, and ensuring that other workers such as ushers, pass gate, press box, view club, restroom, and concourse workers are in place in sufficient numbers and are performing their duties as required. Except when work is of a routine nature, it is performed under close supervision.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Takes tickets at entrances and holds tickets for late arriving guests.

Assists with operating the elevators and with getting guests on and off safely.

Assists in directing guests to park their cars in the assigned areas in a manner that conserves space.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the layout of the assigned venue, including parking areas.

Knowledge of the policies of the Parks, Recreation, and Public Property Department as they pertain to the conduct of public events.

Ability to direct subordinate workers to their assigned work sites and to instruct them as to their specific duties and responsibilities.

Ability to assist guests in the proper parking of their vehicles and in locating their assigned seats.

Ability to understand written and oral instructions.

Ability to stand and walk from 75 to 100% of the time.

SPECIAL QUALIFICATIONS

Must keep oneself neatly groomed and one's clothing clean.

Must be able to work variable hours, including weekends, holidays, and nights. Shifts may be split or extended, depending on the event involved.