

Washington
STATE FAIR

Job Title: Hospitality Assistant
Reports To: Executive Assistant & Hospitality Coordinator
FLSA Status: Non-Exempt
Grade: Seasonal Parttime
Department: Executive
Revision Date:

Summary:

Responsible for assisting and supporting Board of Directors areas within the executive department. Works within the Executive Team to ensure fair time hospitality is executing to expectations. Reports directly to the Executive Assistant & Hospitality Coordinator, and helps with successful board and corporate hospitality functions, including but not limited to meeting rooms, luncheons, dinners, special events both public and private, and directors' spaces.

Duties & Responsibilities:

- Help to maintain boardrooms as required
- Assist with managing and tracking directors' uniforms and dry cleaning
- Assist with setup and tear down of catered events in directors' areas to include, but not limited to:
 - Cleaning all respective areas
 - Setting and dressing tables
 - Decorating as required
- Help to execute planning and coordinating high-quality events in alignment with the organization's standards and objectives
- Assist with inventory management, including counting, stocking and communicating appropriate details with supervisor

Competency: Must have the ability to work well under pressure with frequent interruptions, pay attention to detail and be self-motivated. Ability to work independently. Excellent organizational and verbal and written communication skills. Effective people skills with the ability to be flexible and to communicate with supervisor regarding potential conflicts or issues. Skilled in customer service. Ability to analyze situations accurately and seek support from supervisor as needed. Demonstrates discretion and confidentiality. Maintain high professional standards, status and reputation.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High School diploma or equivalent. Previous experience in food handling or the restaurant industry is ideal but not required. Basic knowledge of food safety and handling is required.

Due to the nature and responsibilities of this position the person must be over 18 years of age. Knowledge of and experience with administrative duties, events, catering, and service are a plus. Ability to work well under pressure and independently with frequent interruptions. Must have good organizational skills and attention for details.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Math Ability: Should have the ability to add, subtract, multiply, and divide using all units of measure, including whole numbers, common fractions, and decimals.

Reasoning Ability: Should have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, as well as the ability to interpret a variety of instructions furnished in written, oral, diagram, or other forms.

Computer Skills: To perform this job successfully, an individual should have basic knowledge and experience with Microsoft Office Suite, but it is not required.

Certificates and Licenses:

- A driver's license and reliable transportation for work errands are required.
- State of Washington Food Workers permit is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Noise levels in the work environment are usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is also frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, and crawl. While performing the duties of this job, the employee is occasionally exposed to weather conditions and extreme heat (non-weather).

Schedule: 20–25 hours per week, with increased hours leading up to and during State Fair

Duration:

- August 26—September 24, 2025 (end of State Fair)
- Additionally, if this role is a good fit for both sides, it may continue for Spring Fair 2026 hiring in March, running through the end of April.

COMPENSATION & BENEFITS:

The pay for this position is \$16.66 per hour. There are no benefits offered.

HOW TO APPLY: Please email cover letter and resume to SarahB@TheFair.com by July 7, 2025.