

Job Title: Hospitality Assistant

Reports to: Executive Assistant & Hospitality Coordinator

Terms: Fair-time seasonal

Hours: 20 to 25 hours per week, including weekends, with additional hours required leading up to and during the State Fair, September 1-27, 2026

Wage Range: \$17.13 to \$17.13 per hour

Summary: Provides part-time administrative and hospitality support for Fair time Board of Directors events and hospitality functions. Collaborates with the Executive Team to help ensure a positive hospitality experience and the smooth execution of board special events. Reports directly to the Executive Assistant & Hospitality Coordinator and assists with meeting room preparation, luncheons, dinners, public and private events, and the maintenance of Board of Directors facilities and hospitality spaces.

This position is a part-time, non-benefited position with varying schedule.

Responsibilities:

- Assist in maintaining Board of Directors meeting rooms and hospitality spaces to ensure they are clean, organized, and event-ready.
 - Support the tracking, coordination, and distribution of directors' uniforms, including assisting with dry-cleaning arrangements as needed.
 - Assist with the setup and teardown of catered meetings, events, and functions within directors' areas, including:
- Cleaning and preparing event spaces
- Setting up and dressing tables
- Arranging décor and hospitality elements as directed
 - Provide support for board and corporate events by assisting with event preparation, coordination, and execution in accordance with organizational standards.
 - Assist in delivering a welcoming and professional hospitality experience for board members, executives, and guests.
 - Support inventory management activities, including counting, stocking, rotating, and organizing supplies, and communicating inventory needs or concerns to the Executive Assistant & Hospitality Coordinator.
 - Assist with maintaining hospitality supplies, equipment, and event materials to ensure readiness for meetings and special events.
 - Perform other hospitality, event support, and administrative duties as assigned to support the Board of Directors and Executive Team.

Desired Qualifications:

- Must have the ability to work effectively under pressure while managing frequent interruptions and changing priorities, maintain strong attention to detail, and demonstrate a high level of self-motivation.
- Ability to work independently and exercise sound judgment within established guidelines.
- Excellent organizational, verbal, and written communication skills.
- Effective interpersonal skills with the flexibility to adapt to changing circumstances and communicate potential conflicts, concerns, or issues to a supervisor in a timely manner.
- Skilled in providing professional and responsive customer service.
- Ability to assess situations accurately and seek guidance or support from a supervisor when appropriate.
- Demonstrates discretion in handling sensitive and confidential information and maintains a high level of professionalism while positively representing the organization at all times.
- High school diploma or equivalent required.
- Previous experience in food service, hospitality, catering, or the restaurant industry is preferred but not required.
- Basic knowledge of food safety and proper food handling practices is required.
- Due to the nature and responsibilities of this position, candidates must be at least 18 years of age.
- Experience with administrative support, event coordination, catering, hospitality services, or customer service is desirable.
- A driver's license and reliable transportation for work errands are required.
- State of Washington Food Workers permit is required.

How to Apply: Please email cover letter and resume to SarahB@TheFair.com by August 17, 2026.