



POSITION ANNOUNCEMENT

POSITION: Front Desk Reception - RV & Storage

SALARY: \$19 an hour

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds. Our team works to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county.

As employees, we strive to focus on our values-inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment. And celebrate our successes with our community!

POSITION SCOPE:

This Full-time, non-exempt position is responsible for day-to-day operations at the RV Campground & Storage facility, including interacting with RV Campground & Storage clients. Good computer and customer service skills are essential for success.

We are looking for a guest-oriented reception team member who can communicate in a friendly and effective manner. The ability to show understanding and the confidence to ensure compliance of policies and regulations, is a must. We are looking for someone who knows the basics of landscaping duties and has the knowledge and drive for general cleanup.

YOU WILL:

- Sell, book and schedule RV space for both RV South and RV North Campgrounds
- Assist in the smooth management of all day-to-day operations of the campgrounds, including in and out guest management, conflict resolution and policy enforcement
- Ensure campgrounds are clean, supplies are stocked and organized
- Assure all financial transactions meet accounting standards
- Run RV Campground reports
- Report RV Park maintenance needs and fix minor issues
- Assist Security and RV Campground/Storage Supervisor with new customer acquisition for RV Storage
- Landscaping work such as running blower, painting, raking, sweeping, picking up litter, raking leaves striping lines, minor tree trimming, weed removal, and all around general cleanup
- Other duties as assigned RV Campground/Storage Supervisor

YOUR KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent customer service skills in person and over the telephone
- Very good administrative and problem solving skills
- Proficiency in Microsoft Word, Excel, and Outlook
- Knowledge of RV's and their power requirements a plus
- Proven ability to learn new, specialized software programs; experience with scheduling software a plus
- Able to work independently as well as a team player
- Strong ability to resolve conflict
- Ability to accurately handle credit and check transactions
- Ability to work weekends and some evenings
- Minor landscaping and painting
- General Maintenance

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume:

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Traci Brumm