



POSITION ANNOUNCEMENT

POSITION: RV & Storage Host – Maintenance and Front Desk

SALARY: \$19 an hour

POSITION SCOPE:

This Full-time, non-exempt, year-round position is responsible for day-to-day operations at the RV Campground & Storage facility, including interacting with RV Campground & Storage clients.

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. Good computer and customer service skills are essential for success. On site living is not provided.

YOU WILL:

Maintenance

- General maintenance, including painting and minor electrical work
- 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
- Ensure campgrounds are clean, supplies are stocked and organized
- Report RV Park maintenance needs and fix minor issues

Front Desk

- 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
- Assure all financial transactions meet accounting standards
- Run RV Campground reports
- Assist RV Campground/Storage Supervisor with new customer acquisition for RV Storage
- Other duties as assigned RV Campground/Storage Supervisor

YOUR KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of RV's and their power requirements a plus
- Minor landscaping and painting
- General Maintenance
- Excellent customer service skills in person and over the telephone
- Very good administrative and problem solving skills
- Proficiency in Microsoft Word, Excel, and Outlook

- 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
- Ability to lift and move up to 30 lbs

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!

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