
POSITION TITLE: EVENT ATTENDANT

DEPARTMENT: COMMUNITY SERVICES

DIVISION: RECREATION & CULTURE

SECTION: SPORT & COMMUNITY DEVELOPMENT

GENERAL SUPERVISOR: SPORT & COMMUNITY EVENT DEVELOPMENT COORDINATOR

AFFILIATION: NON-AFFILIATED **GROUP:** 1

POSITION SUMMARY: Under the general supervision of the Sport & Community Event Development Coordinator, performs any one of the following duties as directed: Usher, Ticket Taker, Exit Person at events held at the Fort William Gardens and other various municipal event venues.

MAJOR RESPONSIBILITIES:

1. Monitors the crowd to control profanity and other inappropriate behaviour; clears exits and crowds when necessary to allow entry on/off for referee/players etc and enforces “no smoking” legislation.
2. Assists individuals during entry and exit of the facility, providing direction to correct seats, providing assistance, and answering inquiries.
3. Monitors doors before, during, and after events; issues pass-outs where required.
4. Takes tickets for entry into the facility.
5. Conducts screening of participants and spectators as required.
6. Assists and/or notifies security/police when necessary, informs supervisor of any unusual incidents or accidents, and fills out appropriate forms relating to same.
7. Interacts with the public in a tactful and courteous manner.
8. Performs other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Minimum Grade 12 education or an equivalent combination of education, training, and experience

PREPARED BY:	P. BURKE	APPROVED BY:	L. MACPHAIL
EFFECTIVE DATE:	JUNE 1, 1995	SUPERSEDES DATE:	
HOUSEKEEPING:	AUGUST 16, 2005 OCTOBER 3, 2011 (REORG) JULY 1, 2014 (REORG) NOVEMBER 20, 2014 (REORG) JULY 13, 2015 (REORG) JUNE 11, 2018 (REORG) DECEMBER 1, 2020 (REORG)		
