

---

## WESTERN FAIR DISTRICT

### JOB DESCRIPTION – Event Services – Market

#### Summary of Duties:

The Event Services – Market Representative will be responsible for a variety of cleaning and maintenance duties within the Market. Duties may include performing routine maintenance activities, notifying management of the need for repairs, and cleaning snow or debris from sidewalks.

#### Duties Performed:

- Performs general clean-up of all facilities within the market.
- Required to move furniture and equipment.
- Ensure the floors, tables, chairs and any counter spaces are clean.
- Operate cleaning equipment including polishers, scrubbers, etc.
- Responsible to clean and maintain washroom facilities.
- Responsible for outdoor appearance of the Market including snow removal, salting, removal of garbage & recycling materials, as well as general cleanliness outside around dumpsters.
- Responsible for proper inventory of materials and supplies.
- Required to replace light bulbs and electrical drop cords as needed.
- Maintains monthly fire extinguishers check.
- Rotate and clean floor mats.
- Clean windows and walls as needed.
- Change signs as needed.
- Report problems and repairs to the Market Manager.
- Assist when necessary in all other areas of the Western Fair Association.
- Must comply with the Occupational Health and Safety Act, Western Fair Association Health & Safety Policy and Awareness Program/Safety Manual, all Western Fair Association procedures and any other applicable legislation.
- Performs related duties as assigned.

#### Skills and Qualifications:

- High school diploma/GED.
- 1 year of related experience.
- Highly motivated and able to work independently.
- Ability to multi-task and establish priorities.

- Exhibit initiative, responsibility, and flexibility.

Other Responsibilities:

- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Act as an Ambassador throughout the Community, positively representing the Western Fair District.
- Abide by the policies and procedures of Western Fair District
- Other duties as assigned in order to meet the overall goals and objectives of the Western Fair District

**Working Conditions**

- Work is performed while standing, sitting, or walking
- Continuous bending, squatting, crawling, climbing, reaching
- Regular lifting, carrying, pushing or pulling of medium weights up to 50 lbs.
- Must be available Sunday-Saturday, days and evenings.