

Metropolitan Exposition-Recreation Commission

Title: Gate Attendant
Job Code: 8080
Pay Range: 865
FLSA Status: Non-exempt

Bargaining Unit: IATSE B20
Established:
Revised:
EEO Category: Service/Maintenance

CLASSIFICATION DESCRIPTION

Take tickets, monitor doors during events, direct patrons and occasionally patrol special exhibits at MERC facilities under the direction of the Head Gate Attendant.

SUPERVISION RECEIVED

Supervision is received from the lead Gate Attendant or House Manager

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Takes tickets at gate entrances during events; responsible for verifying tickets, the correct date and performance.
2. Monitors doors during events, restricts admittance at unauthorized entrances and exits.
3. Directs patrons to proper entrances and exits.
4. Occasionally patrols for exhibitors, checks for violations of MERC rules and regulations, hazards and theft.
5. Remains on duty for the duration of the event, maintains MERC rules and regulations within the building.
6. Becomes acquainted with emergency procedures in order to respond correctly should an accident occur.
7. Counts torn ticket stubs from the turnstile drop boxes when requested.
8. Provides direction and general facility information to patrons when requested.
9. Performs other related duties as assigned.

JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

- Minimum of a high school diploma, or GED, and
- One year of experience dealing directly with the general public in a high volume situation or
- Any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities
- Good physical condition required
- The ability to tolerate inclement weather conditions as well as standing for long periods of time
- Must be 18 years of age or older

Metropolitan Exposition-Recreation Commission

- Will be expected to work weekends, holidays and evenings. Dependability is critical
- Previous experience as a gate attendant in a similar facility preferred

LICENSES

Possess or have the ability to obtain a CPR/AED certification

KNOWLEDGE, SKILL, ABILITY

- Read and comprehend details of various information on tickets
- Communicate clearly, concisely and in a courteous manner
- Work effectively with the general public
- Deal effectively and successfully with stressful and sometimes difficult situations
- Grasp procedural techniques and facility policies and regulations, as well as the facilities' physical lay-out
- Screen for unauthorized items (i.e. bottles, cans, etc.) upon patron entrance to the facility