

Berkeley County School District

JOB DESCRIPTION

TITLE: Event Ticket Taker (Temporary Employee)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision, assists in ensuring that the district Vision, Mission and Goals are achieved and is responsible for the sales of event tickets. Reports to the Athletic Director.

ESSENTIAL FUNCTIONS

Charges the correct amounts for ticket purchases and makes correct change;

Responsible for reasonable security of the gate receipt box, and confirmation of delivery of the receipt box to school administration once the ticket gate is closed;

Communicates with school administration for any gate security concerns;

Performs other duties as assigned.

JOB SPECIFICATIONS

Education and Experience:

High school diploma or equivalent.

Knowledge, Skills and Abilities

Job requires respectful and courteous demeanor to all attendees; represents Berkeley County School District in a dignified manner.

Working Conditions:

Regular and prompt attendance is essential in performing gate duties as determined by the Athletic Director; expected to perform duties of the Event Ticket Taker until dismissed by the Athletic Director; subject to exposure to the elements: heat, cold, and wet conditions; requires ability to work under a degree of stress related to duties that require constant attention to detail; subject to exposure to environmental and/or physical hazards. Berkeley County School District is a smoke free district.

Responsibility:

Responsible for the sales of event tickets.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

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|-------|-------------|
| _____ | Date: _____ |
| _____ | Date: _____ |
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