

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

THE CORNER TECHNICIAN/OGDEN AMBASSADOR – Part Time

Department: Community and Economic Development

Division: Arts, Culture, and Events

Work hours: Must be available to work during days, nights, weekends, & some holidays.

Rate of pay: \$14.00 - \$16.00 per hour (Depending on qualifications and experience.)

GENERAL PURPOSE

This position will serve as an Ogden Ambassador at The Corner, assisting customers with local retail merchandise or food and beverage purchases as well as answering questions about upcoming arts and event programming produced by ACE and other community partners. On occasion, this position will serve as event support staff for events organized or supported by the ACE Division. Receives direct supervision from The Corner Coordinator.

ESSENTIAL JOB FUNCTIONS

- Opening and closing the store.
- Communicate with visitors about upcoming arts and culture programming and local restaurants and attractions.
- Assist customers with purchases using a point-of-sale system
- Cash handling and credit card processing.
- End of night balancing and nightly deposit.
- Log interactions with visitors to assist in tracking community needs assessment.
- Participate in local pop-up events and First Friday Art Stroll at The Corner.
- Study Ogden Ambassador guidebook to become familiar with community programs and partners.
- Clean and stock store to maintain a professional retail and food business.
- Clean and maintain the exterior of building and plaza to maintain a welcoming visitors center.

- Prepare foods and keep a sterile kitchen environment.
- On occasion serve as event support staff for Ogden City events, including garbage placement, restroom cleaning, and set up and tear down of event equipment and assets.
- Assist with community partner events on occasion.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in person with the public during working hours and use on-site equipment.
- During each shift fill out and do required items located in "To Do" book.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or its equivalent preferred.

SPECIAL REQUIREMENTS

- Possession of, or ability to obtain, an appropriate, valid Utah driver's license is preferred.
- Food handlers permit from WMHD required after hire.
- TIPS and SIPS training is preferred and can be obtained after hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, understand and execute directions given by supervisor in person or in written form to fulfill daily tasks.
- Maintains knowledge of Weber-Morgan Health District requirements for food handling and cleanliness.
- Ability to comply with all city policies and regulations, including safety and risk management standards.
- Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading, and writing, operating assigned equipment.
- Maintain mental capacity which allows the capability of: Making sound decisions, Demonstrating intellectual capabilities.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily indoors and occasionally outdoors which may expose the employee to moderate to very loud noises, wet or humid conditions, moving mechanical parts, high and precarious places, outdoor weather conditions, extreme heat, risk of electrical shock, and vibrations.
- This position occasionally requires exerting up to 50 pounds of force occasionally, up-to 25 pounds frequently, and/or up to 10 pounds of force constantly to move objects.

- Must possess the visual ability to see clearly at close (less than 20 inches) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.
- Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, climbing, balancing, stooping, lifting, kneeling, crouching, crawling, talking, hearing, and smelling.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com **until filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

June 29, 2022