

Metropolitan Exposition-Recreation Commission  
Classification Description

<b>Title:</b>	Gate Attendant	<b>Bargaining Unit:</b>	MERC Non-represented
<b>Job Code:</b>	8042	<b>Established:</b>	November 2013
<b>Pay Range:</b>	121	<b>Revised:</b>	
<b>FLSA Status:</b>	Non-exempt	<b>EEO Code:</b>	Administrative Support

**Summary:**

Take tickets, monitors doors during events, direct patrons and occasionally patrol special exhibits at the Portland Expo Center 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; verifies tickets ensuring the correct date and performance.
2. Monitors doors during events, restricting admittance at unauthorized entrances and exits.
3. Directs patrons to proper entrances and exits.
4. Occasionally patrols for exhibitors, checking for violations of MERC/Expo rules and regulations, hazards and theft.
5. Remains on duty for the duration of the event, maintaining MERC/Expo 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.

**Experience and Training:**

- 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
- Must be 18 years of age or older
- Previous experience as a gate attendant in a similar facility preferred

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- Will be expected to work weekends, holidays and evenings. Dependability is critical.
- Good physical condition required

### **Knowledge, Skill, Abilities:**

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

### **Licenses:**

Possess or have the ability to obtain a Cardio Pulmonary Resuscitation certification