

POSITION: PARTY HOST(ESS)

REPORTS TO: SESSION LEAD

SUMMARY:

The Birthday Party Host(ess) position is responsible for the activities for children and guests during any birthday parties. Hosts the birthday parties and leads activities for children as well as assists with the general maintenance/upkeep of party area as well as kitchen areas.

JOB SPECIFIC DUTIES:

- Greet party organizers and guests
- Responsible for setting up, cleaning up, and maintaining party tables and area
- Adhere to strict party timing and ensure all activities are on schedule
- Assist in preparation of party food and beverages
- Serve party food, beverages, and cake
- Ensure all parties receive everything included in the package
- Provide an exceptional birthday experience to the birthday guest of honor, parents, and their guests

REQUIREMENTS:

EDUCATION AND/OR EXPERIENCE

Must be at least 16 years of age

GENERAL SKILLS

- Ability to perform moderate to hard physical labor.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to carry out simple verbal or written instructions necessary for the performance of semi-repetitive manual tasks. Ability to communicate effectively and appropriately in English with all age groups.
- Ability to work independently and to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.