

# Excelsior Springs Community Center Job Description

**Title:** Party Attendant

**Status:** Part-time

**Summary:** Under the supervision and direction of the RES Director the Party Attendant is to provide quality customer service to facility rentals, birthday parties, and special events at the Community Center. The Party Attendant is expected to emphasize member service, character development and to work with membership retention and promotion.

## Minimum Qualifications

- Must be at least 16 years of age
- Must be able to reflect a positive image and attitude.
- Must have ability, desire, and basic skills to work with children.
- Must have the ability to relate to people on all levels in a friendly and consistent manner.
- Sensitivity to individuals representing a variety of family, cultural, and socio-economic backgrounds

## Physical Demands

The physical demands described here are representative of those that must be met by an employee performing the essential functions of this job. Individuals may need to sit or stand as needed. The job may require walking primarily on a level surface periodically throughout the day. Reaching above shoulder heights, below the waist or lifting up to 50lbs throughout the workday. Proper lifting techniques required.

## General Responsibilities

- Attend any required departmental trainings.
- Set up facility rentals, party rooms, and special events.
- Verifies payment is made before the event.
- Interacts with guests.
- Ensures AV equipment is set up and working properly when needed.
- Responsible for proper enforcement of the safety rules.
- Monitors all guest activity in rental rooms, pool area, and locker rooms.
- Ensures party leaves the event on time at the end of their rental.

- Tear down and clean up of rental spaces.
- Communicates with customers to ensure patron satisfaction.
- Informs supervisor of all guest issues, incidents, or injuries,
- Other duties as assigned by supervisor.

Grade TBD