

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 3056
Effective Date: 15 March 1995

Position Title:	Birthday Party Host
Department/Division/Section:	Parks and Recreation/Recreation
POSITION FUNCTION Host birthday parties for children.	
KEY DUTIES Set up birthday room, tables and settings for children according to information on birthday party form; decorate room; prepare and serve food such as hot dogs, snacks and pop; clean party room, cupboard, pop machine and kitchen; load dish washer; identify party supplies needed. Greet children and parents. Perform related duties where qualified.	
INDEPENDENCE Work is generated by party request forms and performed according to established routine. Work is reviewed by supervisor. Issues such as required supplies are referred to supervisor.	
WORKING CONDITIONS Physical Effort: Normal. Mental Effort: Normal. Visual/Auditory Effort: Normal. Work Environment: Party room.	
KEY SKILLS AND ABILITIES Deal with the public in a courteous and tactful manner. Understand and discuss job related matters.	
QUALIFICATIONS Formal Education, Training and Occupational Certification: Partial High School. Food Safe Certificate Experience: Not required.	
or an equivalent combination of education and experience.	

2.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.