

POSITION TITLE:	Birthday Party Host	POS. NO:	3056
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Recreation Services

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.
KNOWLEDGE, KEY SKILLS, AND ABILITIES
Model the Township’s core values in all program activities Accountability – we are transparent and take responsibility for our policies, our decisions and our actions. Integrity – we practice high standards of ethical behaviour and open communication that inspires trust. Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Deal with the public in a courteous and tactful manner.

Understand and discuss job related matters.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Partial High School.

Food Safe Certificate

Experience:

Not required. Or an equivalent combination of education and experience.

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.