

## Oak Brook Park District Job Description

**Job Title:** Party Hostess  
**Classification:** part time  
**Salary Range:** \$8.25-\$14.00  
**Department:** Aquatics & Family Recreation Center

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### **SUMMARY:**

Hostesses are expected to have good communication skills with both children and adults. Good customer service is also a necessity for a hostess. Other positive personality traits are expected to be shown to all participants during their birthday party or group rental. The Oak Brook Park District strives to provide a fun, cheerful, and overall great experience for our partygoers and group renters.

### **SUPERVISORY:**

The Party Hostess reports to the Aquatic Supervisor and or the Part Time Facility Manager

### **ESSENTIAL JOB DUTIES:**

- Must wear staff shirt while on duty.
- Hostesses are expected to arrive thirty minutes before the start of a birthday party or a group rental. Arrival time is listed on the Hostess schedule.
- Hostesses are expected to be dressed in uniform, with staff shirt and nametag when they arrive to work.
- Professional attitudes need to be displayed at all times.
- Host/hostesses must keep the party on schedule in order to be ready for the next arriving birthday party or group rental.
- A host/hostess should remain busy at all times and be attentive to the birthday party or group rental, responding to any situation that may arise.
- Cleaning of the utensils, supplies, and party area should be done thoroughly after each party ends and before leaving. This includes the deck and party room. This also includes the pop machine.
- Host/hostesses are expected to check with the pool manager/facility manager before they leave after their shift and must punch out at the time clock immediately after the last party or group rental has left the building.
- Know and communicate all pool/gym rules and regulations to party goers before letting them enter the pool or gym.
- Know the emergency procedure to be followed in case of an accident.
- Performs daily assignments for cleaning of the facility.
- Constantly report any broken safety or mechanical equipment to the manager or assistant manager.
- Complete as assigned task given by manager or assistant manager
- Other duties as assigned
- Use equipment provided to handle hot items in the kitchen
- Wear closed toed, nonslip shoe, no sandals allowed
- Do not leave kitchen area while cooking
- All spills should be cleaned up immediately to keep deck and kitchen clean and prevent slipping

- Any equipment that is malfunctioning, or any hazardous work condition should be reported to management immediately
- All Helium and Carbon Dioxide canisters should be kept chained and out of the way.
- Proper hand washing and sanitation procedures must be followed at all times.
- Accident / incident reports should be filled out when necessary.
- Performs all other duties as assigned by supervisor.

**MARGINAL FUNCTIONS:**

- Assists in other recreational areas/programs
- Assist with daily maintenance as directed by the pool manager or those persons acting in authority.
- Aid in the opening and/or closing procedures of the facility.

**PSYCHOLOGICAL REQUIREMENTS:**

- Ability to deal with multiple situations at the same time that will increase stress levels.
- Ability to accept constrictive criticism and/or supervision
- Ability to be flexible and adaptable to different situations.
- Ability to maintain self-control and composure in difficult situations.
- Must possess ability to work independently
- Ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.
- Should be able to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff, volunteers and external customers.
- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job responsibilities.
- Employee must possess good problem solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Employee must be able to represent the Oak Brook Park District in a professional manner.
- Employee must have the ability to make judgments with respect to confidentiality of information.
- Employee must use good safety awareness and judgment in all aspects of this position.

**PHYSICAL REQUIREMENTS:**

- Bending, kneeling, and reaching items off shelving, in kitchen area and on deck.
- Strong voice
- Lift and move boxes up to 50 lbs.
- Stand for sustained periods.
- Work independently
- Communicate with the public with both verbal and written skills.
- May be exposed to high humidity and 86 degrees Fahrenheit temperature.
- Pool area floors may be slippery.
- Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting.

**HOURS:**

Normal work week hours vary based on availability and need. The Family Aquatic Center is available for parties Tuesdays and Thursday from 6pm-9pm, Fridays from 4pm-9pm, and Sat/Sun from 12:00pm-5:30pm. Parties are also available on several school holidays throughout the year and during winter, spring, and summer breaks.

It is also the responsibility of party hostess to attend aquatic special events, hostess meetings, and aquatic staff meetings.

**EDUCATION, EXPERIENCE AND TRAINING:**

1. Must be 16 years of age.
2. Basic knowledge of kitchen sanitation.
3. Basic knowledge of kitchen equipment.
4. Ability to understand and carry out directions.

The Oak Brook Park District is an Equal Opportunity Employer

Reviewed: November 2010