

JOB DESCRIPTION			
Job Title:	Party Host		
Hours of work:	Casual – flexible including evenings and weekends	Salary Range:	£8.24 per hour plus holiday pay
Location:	Leisure Box, Brierfield	Reporting to:	Soft play/party Co-Ordinator
HR Contact:	Ann-Marie Bradley	Contractual Status:	Zero hours contract
Applications Accepted By:			
<p>Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities https://www.burnleyfccommunity.org/careers/</p> <p>Burnley FC in the Community no longer accept CV's.</p> <p>Attention: Ann-Marie Bradley – HR Manager</p>			
Job Description			
<u>Role and Responsibilities</u>			
<ul style="list-style-type: none"> • Greet our customers with a friendly, warm and professional attitude. • Encouraging a party atmosphere including organising cutting of the cake, singing happy birthday, serving of food, etc. • Ensure that parties run to schedule. • Adhere to Health and Safety standards, centre rules, regulations and policies. • Ensure all areas are cleared down and thoroughly cleaned (restocked where necessary) following the party. • Willingness to attend training courses including Safeguarding and Equality and Diversity. • Demonstrate the Burnley FC in the Community values at all times. • Promote the Burnley FC in the Community brand and ethos in a professional, strong and positive manner. • Work alongside other team members to support in other areas of the centre as and when required to promote best practice. 			
<u>Preferred Skills and Experience</u>			
<ul style="list-style-type: none"> • Enjoy working with children. • A fun and friendly outlook. • A positive 'can do' and courteous attitude. 			

PERSON SPECIFICATION – PARTY HOST		
CRITERIA	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • QUALIFICATIONS 	<ul style="list-style-type: none"> • A positive attitude towards professional development and their own learning. 	
<ul style="list-style-type: none"> • EXPERIENCE & SKILLS 	<ul style="list-style-type: none"> • Working in a customer facing role. 	<ul style="list-style-type: none"> • An understanding of health and safety. • Experience of delivering activities to young people.
<ul style="list-style-type: none"> • PERSONAL QUALITIES 	<ul style="list-style-type: none"> • Enjoy working with children. • Hold a fun and friendly outlook. • Have a positive ‘can do’ and courteous attitude. • An organised and efficient approach to work. • A commitment to the aims, vision and values of Burnley FC in the Community. 	<ul style="list-style-type: none"> • A passion for the community and making a difference. • The individual will have a full DBS check.