

**HOMEWOOD-FLOSSMOOR PARK DISTRICT  
PART-TIME JOB DESCRIPTION**

<b>JOB TITLE:</b> BIRTHDAY PARTY HOST	<b>JOB CATEGORY:</b> RECREATION
<b>IMMEDIATE SUPERVISOR:</b> BUILDING MGR.	<b>JOB CODE:</b> 7009
<b>IMRF STATUS:</b> NON-PARTICIPATING	<b>FLSA STATUS:</b> NON-EXEMPT

**GENERAL JOB DESCRIPTION:** Under the supervision and direction of the Building Manager/Recreation Supervisor, and in his/her absence the Supt. of Recreation, supervises the facility and participants. Sets up, leads and takes down for birthday parties.

**PHYSICAL REQUIREMENTS:**

<b>STANDING:</b>	Frequently- supervising people in facility
<b>SITTING:</b>	Minimal
<b>WALKING:</b>	Frequently- cleaning, supervising
<b>LIFTING:</b>	Frequently- 50-100 lb. tables for set-ups
<b>STOOPING:</b>	Frequently- cleaning
<b>REACHING:</b>	Frequently- cleaning, set ups/take downs
<b>CLIMBING:</b>	Frequently- cleaning, set-ups/take down
<b>VERBAL:</b>	Communicate one to one and with groups
<b>VISION:</b>	Yes, required to supervise

**COGNITIVE SKILLS REQUIRED:**

- Ability to establish and follow a routine.
- Understands the type of cleaning treatments needed for various areas.
- Lead in games and activities

**KNOWLEDGE AND SKILL REQUIRED:**

- Works without constant supervision.
- Must have basic cleaning and custodial knowledge.

**EDUCATION AND TRAINING:**

- Must be 16 years of age.
- Good with problem solving, organization, and people skills.

**ESSENTIAL JOB FUNCTIONS (DUTIES):**

- Arrive 15 minutes (minimum) before assigned meeting time unless otherwise instructed.
- Check the following items:
  - a. Room set-up and clean up.
  - b. Lights on.
  - c. Appropriate temperature.
  - d. Assist group in securing any special needs.
  - e. Remain on duty in building for duration of meeting and until the last person leaves.
  - f. Clean up papers and other debris following meeting.
  - g. Turn off all lights, check bathrooms, heat, and lock all doors.
- Public relations is our prime objective. Above all else, the organization meeting in our facilities is an important part of our constituency.
- If you are unable to work for any reason, make an attempt to call our office a minimum of 5 hours in advance of your scheduled time. We will schedule a replacement, not you.
- Emergency numbers are as follows:
  - Homewood POLICE: 911
  - Homewood FIRE : 911

- Time sheets must be submitted to the office a minimum of 5 working days prior to regular pay periods. Check with your supervisor for those dates.

**MARGINAL FUNCTIONS:**

- Buildings close at 11:00 p.m.
- It is necessary to take an accurate count of those attending any meeting. These figures are used for Park District records. Attendance should be reported to Merchants Park Administration offices the next day.
- Adheres to all policies and procedures as outlined in the Safety Manual.

Date: July 1993