



## Job Description & Person Specification

<b>Job title:</b>	Party Coordinator
<b>Department:</b>	Party Engagement Team
<b>Reports to:</b>	Duty Manager
<b>Direct Reports:</b>	N/A

### Job Overview

As Party Coordinator, you are to deliver high levels of customer service and provide engaging enthusiasm and an outgoing personality. As a Party Coordinator, you're the main point of contact for the children and their guardians. Hosting and coordinating parties from start to finish, you will ensure that the customer's visit is warm, welcoming and fun. You will look to enhance the Jackaboos customer experience throughout your daily tasks and upbeat attitude.

### Responsibilities and Duties

- To deliver high levels of customer service with an enthusiastic and friendly approach
- To engage and coordinate children's parties with fun interacting activities
- To support the Duty Manager
- To perform health & Safety and COVID secure protocols for both the safety of the customers and the staff on duty
- To always have a friendly, fun and engaging presence that represents the Jackaboos brand above and beyond

### Other Duties Include

- Handling payments both cash and credit
- Communicating with the customer via telephone and face-to-face
- To follow all company policies and procedures

To apply for this role, you must be aged 16 or over, eligible to work in the UK and available to work weekends. Please email your CV and in no more than 500 words, state why you would be a great match to join the Jackaboos Team to [team@jackaboos.co.uk](mailto:team@jackaboos.co.uk)