



Job Description & Person Specification

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

Job Overview

As a Party Coordinator, you will deliver high levels of customer service with engaging enthusiasm and your outgoing personality. As a Party Coordinator, you will be the main point of contact for the children and their carers. You will host and coordinating parties from start to finish and 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 always with an 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 as required
- To undertake all Health & Safety requirements and to follow all COVID secure protocols for both the safety of the customers and the staff
- 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 card
- Communicating effectively 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