

FLINT CULTURAL CENTER CORPORATION

601E. Second Street Flint,
MI 48503

Job Posting

Job Title: Birthday Party Attendant
Location: Sloan/Longway Events
Reports To: Special Events Manager
FLSA Status: Non - Exempt

****This is a part-time, weekend only position with a pay rate of \$12.00 per hour****

GENERAL DESCRIPTION

The Birthday Party Attendant will assist in the execution of birthday parties at both the Sloan Museum of Discovery and Longway Planetarium. Duties will include greeting guests and assisting with the party. This is a weekend only position with a maximum of 16 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for setting up, cleaning, and maintaining the party room. Including wiping down tables and placing chairs up.
- Assist with directing people to the appropriate room.
- Assist with delivering food, beverages and other items to party guests.
- Close out party payments through the POS system.
- Monitor parties to ensure they adhere to strict party timing schedule.
- Demonstrates the ability to be courteous and accountable in all situations.
- Works in a friendly, honest, and diligent manner with fellow team members, supervisors, and managers. Cooperates with all team members when assigned additional tasks and listens to others compassion.
- Uphold and exemplify Sloan Museum of Discovery and Longway Planetarium policies and guidelines.
- Must have the ability to work with children in a slightly chaotic environment.
- Help prep and create food for parties.
- Perform other duties as assigned.

**Job
Description and
Qualifications:**

QUALIFICATIONS/SKILLS REQUIRED

- Must be able to deal with children and parents in a friendly, honest and diligent manner.
- Must be able to work in a fast-paced environment that requires moving between several party rooms and be able to multi-task.
- Must be able to lift up to 20lbs and stand for an hour at a time.

EDUCATION AND/OR EXPERIENCE

- Must have high school diploma or equivalent.
- Reliable transportation is a must.

Apply To: Email Resume to hr@fcccorp.org

Date Posted: 2.9.23 **Posting will remain active until filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer