



## **Party Host Job Description:**

- The PH will remain enthusiastic and energetic at all times.
- You are the ambassadors of SFPC therefore the guest expectation is huge! Guests are expecting to receive service like no other place in town. You are being “sold over the phone”. The party coordinators will let the guests know the process of the parties. In doing that, we assure the guest that their child will have an unforgettable party and will be completely entertained and taken care of by the party host...YOU!
- The PH will greet all parties by name. The PS will also enthusiastically greet any special member of the party who is celebrating a birthday or other special event (ex: graduation)
- The PH will ensure that they have reviewed the proper paperwork for all parties he or she is hosting.
- The PH will inspect all party rooms to ensure they are spotless and tables are set up and ready to go. The PH will also have cleaning materials and materials ready in the room for the next party set-up.
- The PH will pour drinks and serve pizza to all children in the party.
- The PH will entertain the children with jokes, short magic tricks, balloon art and other games while they are waiting. It is the PH’s responsibility to keep a high level of energy and fun in the party.
- The PH will present the cup cakes with lit candles and singing.
- The PH will clear all dirty dishes, silverware and napkins from the guest’s table.

- The PH will be knowledgeable about all games and attractions at StoneFire Pizza Co. He or she will be able to answer questions about StoneFire Pizza Co. and if not able to answer a question, he or she will find someone who can answer.
- Once the party has moved out of the party room, the PH will thoroughly clean and re-set the party room in preparation for the next party.
- The PH will remain visible and available to the needs of their parties and other party servers. The party servers are expected to work as a team and always be ready to assist a co-worker.
- All other requests as deemed appropriate by the Management Team and Party Coordinators should be included in this description. The company reserves the right to change or adjust this description at any time.