



Thunder Bay

Party Staff Job Description

updated September 2021

Position:	Amusement Staff	Type of Employment:	Part Time/ Casual
Reports to:	Windsor Club Manager	Club Location:	Windsor Unit
Hours:	6-12 / week (weekends)	Wage:	\$14.35 / hour to start

We are looking for people who have an energetic, outgoing personality and are able to get along with a variety of personalities. Applicants must work well with others and excel in a team-oriented environment. All staff must be double vaccinated or must provide a rapid antigen test the day before their shift at their own cost and must be willing to work within COVID-19 protocols.

Overall function of Amusement Staff
To assist the amusement coordinator with birthday parties, special events and offsite rentals.

Qualifications & Requirements	
Criminal / Child Welfare Check (over age 17)	First Aid & CPR
Previous work with children an asset	Class F is an asset (if over 25)
Able to safely lift 20 kilos	Good interpersonal and customer service skills
Able to manage and prioritize multiple tasks	

Responsibilities
<ul style="list-style-type: none"> • Setting up and putting away all birthday party items. • Supervising children and always maintaining control of the party. • Responsible for assisting parents/guardians, children and guests for the duration of the birthday party. • Cleaning birthday party area including tables and chairs, sweeping and mopping. • Cleaning and refreshing bathrooms and or kitchen between parties. • Setting up and tearing down inflatable devices. • Knowledgeable of fire safety procedures. • Prepare incident reports when required. • Other duties as assigned by the supervisor or manager.

Please forward a resume and cover letter for consideration to

Bill Nicholson at bnicholson@tbaytel.net