



WEEKEND PARTY COORDINATOR

Jakes Playbarn and Mini Farm is an indoor children's soft play and an animal petting farm.

We are recruiting for a Weekend Party Coordinator to join our fast paced and friendly team, delivering excellent customer service to all our guests. Due to legal Sunday working hours, we are looking for a candidate from Year 12 and upwards to all ages.

This is a fantastic opportunity to join our team, help shape our business moving forwards and progress your career.

Core duties to include, but not limited to:

- Meeting and greeting parties
- Preparing party refreshments
- Briefing parents on the party schedule
- Coordinating parties throughout the day and delegating staff accordingly
- Working to a set time schedule for all parties
- Cleaning & clearing party areas as required
- Providing additional support to party staff where necessary
- Potential till work & cash handling

The ideal candidate will have:

- Strong work ethic
- Self-motivated
- Time management and organisation
- Good communication skills
- Excellent customer service
- Friendly & bubbly personality
- Good working knowledge of H&S best practices

Desirable (but not essential):

- 1st Aid Qualification

Hours: Saturday/Sunday 09.30 – 18.30 (varied)

To apply please request an application form or submit your CV to Jacki at trilakes@jakesplayworld.com