

Party Guard Responsibilities

- Set up the fan near the tables (use extension cord)
- Have the dolly with you and be in the lobby 15-20 minutes before party starts
- Introduce yourself and explain you are exclusively theirs and if they need anything, you can get it
- Explain that your role is to keep them on schedule and meet any needs they have
- Explain to adults that the back door must remain closed at all times. They may not go out even if they close it as the alarms are on
- Help load and bring down dolly
- Try and go over group expectations with everyone...you may have to do it several times because not everyone will arrive at the same time
- There are extra plates, cups, napkins, utensils in staff lounge if they need them
- Offer to put cake in the refrigerator in staff lounge (and anything else they may want as well)
- You are to be on the deck and accessible the entire time
- Give swim tests as necessary
- 35-40 minutes before the party ends, cut off water features, blow whistle, and announce that all party participants need to get out and go to the tables for cake and presents. Turn the water features back on for other guests
- Go retrieve any guests from the XRKade
- Help clean up
- Help load dolly and take items to their car
- Keep back door closed at all times
- Make sure they follow all rules and stay on schedule
- You can organize games if you like
- Be respectful, courteous and accommodating without breaking the rules and expectations
- If you are unsure of something, ask another guard
- One other guard should be on the stand in addition to you. You are there for the party and their needs
- Remember that you may have 2 parties in one day so you will need to be structured with respect to time
- If it is a nice day and they want to use the picnic tables outside, that is your call. You will have to get the key out of my desk drawer to unarm the door. Guests cannot smoke out there and you will be in charge of making sure that does not happen. The door cannot be propped all the way open, only slightly.