



Position: Concessions Attendant
Manager

Reports to: Box Office

Description: Responsible for the sales and distribution of parking vouchers, beverages (alcoholic and nonalcoholic) and snacks for all performances in the Balzer Theater at Herren's. Primary duties include opening and closing of Concessions, selling items pre-show and during intermission, handling cash, debit and credit cards, and completing post-show inventory reports.

Compensation: \$15.00 an hour + tips. *This position does not offer employee health benefits.*

Hours: Shifts are 3 hours per performance. Evenings and/or weekends 6 to 9 pm; Weekend matinees 1 to 4 pm.

Job Responsibilities:

- Stock and assemble the concessions stand before patrons arrive, breakdown after intermission.
- Maintain an organized, clean concession area (stand and storage room).
- Provide a welcoming and warm environment for patrons returning and new.
- Sell and inform patrons of how to use the Parking Voucher.
- Navigate Square tablet for purchases in cash, debit, and credit.
- Uphold all concession policies.
- Breakdown cardboard after each shift for recycling.
- Complete inventory reports after each shift for the Box Office Manager.

Qualifications:

- Must be over 18 years of age to sell alcoholic beverages.
- Cashier/Customer Service experience preferred.
- SafeServ or alcohol license preferred.
- Exceptional customer service, communication, and the ability to work independently.
- Cash handling experience and ability to make change.
- Self-motivated individual with outstanding problem solving skills.
- A calm and efficient manner in a fast paced environment.
- Reliable transportation and strive for punctuality.
- Must be able to lift up to 40 lbs.

To apply, please send a brief resume to Abigail Dawkins, Box Office Manager, at Abigail.Dawkins@TheatricalOutfit.org. Phone calls will not be accepted..