



Position: Concessions Attendant
Reports to: Box Office Management

Description: This position is responsible for the sales and distribution of all items sold at Concessions (parking vouchers, beverages (alcoholic and nonalcoholic), and snacks) for all events at Theatrical Outfit. Primary duties include opening and closing of Concessions, selling items pre-show and during intermission, handling cash/making change, debit and credit card transactions through Square POS, and completing all post-event inventory reports.

Type: Part-Time, variable schedule; shifts include evenings, weekends, and some holidays on a varying cadence.

Job Responsibilities:

- Stock and assemble the concessions area before patrons arrive and fulfill all breakdown needs after intermission.
- Maintain an organized, clean concession area (at bar and in the stockroom).
- Provide a welcoming and warm environment for patrons returning and new in a fast-paced environment.
- Take customer orders in cash and credit. Balance tills before and after each shift.
- Sell and inform patrons of how to use the Parking Voucher(s).
- Navigate Square tablet for purchases in cash, debit, and credit and to accurately report on sales and tips.
- Uphold all legal and building specific policies.
- Maintain sanitation, health, and safety standards in all work areas.
- Inventory control: assess and send replenishment requests to the appropriate department lead in a timely manner.
- Ensure completion of all closing tasks including, but not limited to, breakdown of cardboard and empty glass for recycling pickup.
- Complete accurate inventory/sales reports after each shift for the department management.

Minimum Qualifications:

- High school diploma or equivalent.
- Minimum of two (2) years previous customer service and cash handling experience.
- Must be over the age of 18 to sell alcoholic beverages.

Preferred Qualifications:

- Exceptional communication and interpersonal skills with a customer service orientation.
- Current SafeServ or alcohol serving license. *Certification training available upon hire.*
- Must be able to stand for long periods of time and lift up to 25 pounds.
- Ability to work and communicate efficiently with a team in a fast paced environment.

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

To apply, please send a brief resume to Abigail Dawkins, Patron & Rental Services Director, at Abigail.Dawkins@TheatricalOutfit.org. Phone calls will not be accepted.