



POSITION: Concessions Attendant

GENERAL DUTIES: Staff work with members of the public attending film and live events at our historic theatre and new venue, Showroom. Staff provide quality customer service while presenting a neat, friendly, and professional manner and appearance. Day-to-day functions include activities related to concessions sales.

RESPONSIBILITIES:

- Provide customer service to and answer inquiries of theatre patrons.
- Participate in all activities directly related to concession sales, including selling to the public, stocking/restocking, and keeping inventory records; report any problems or low supplies.
- Prepare the concessions stand for business: make popcorn, verify cash drawer, stock as necessary.
- Prepare concessions stand for closing: count cash drawer down and bring deposit to Box Office (also report concessions totals for live event shifts), clean, and restock candy and beverages.
- Maintain the concessions stand according to specific sanitation standards and house policies; keep concessions stand organized and tidy.
- Perform additionally required cleaning tasks as directed by the sanitation and health code schedules. (Deep cleaning the popcorn machine with cleanser, rotating out expired stock, etc.)
- Complete scheduled marquee changes as required.
- Other duties as assigned

Job Type: Part-time. This position requires evening and weekend hours.

Pay: \$10.00 per hour

To Apply: Interested candidates should submit their cover letter and resume to admin@thecolonial.org, please note the job title in the subject line.