

## Glendale Arts Job Description

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Job Title:	<b>CONCESSIONAIRE</b>
Department:	Concessions
Reports To:	Volunteer & Concessions Manager
Subordinates:	None
FLSA Status:	Non-Exempt
Wage Range:	\$11.00 per hour
Classification:	On-Call

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### **Position Summary:**

Concessionaires report to the Volunteer and Concessions Manager and are supervised by Event Management staff during events. Concessionaires are self-motivated & service-oriented individuals who are willing to work in a fun and fulfilling on-call positions during various events at the Alex Theatre. Our staff work both in Concession locations and at Catering events, primarily responsible for safely and responsibly serving alcoholic beverages, operating cash registers, preparing and serving food, and keeping an organized and clean work location. Typical shift includes 4-6 hours.

### **Essential Functions and Responsibilities:**

- Preparing concession stands with inventory to be sold to patrons.
- Maintain a cleaning concession area.
- Serving concession to patrons including alcoholic beverages.
- Selling merchandise.
- Accurate and responsible handling and reporting of all sales.
- Friendly and consistent promotion of all Alex Theatre concessions promotions including reserving intermission drinks and food.
- Provide support to Front of House and client hospitality Back of House as needed.

### **Education and Experience:**

- High School diploma or General Educational Development (GED) equivalency required.
- Previous experience working with the public in a customer service environment.

### **Knowledge and Skills:**

- Ability to conduct online research.
- A team player who is able to work well with others under sometimes stressful environments.
- The ability to work and communicate effectively with people of diverse cultural backgrounds.
- Ability to read, write, and take direction and communicate in English.

- Fluency in a second language is preferred but not required (Spanish and Armenian particularly desirable).
- Familiarity with working with a computer is required.
- Experience in Microsoft Word and Excel preferred.
- Detail oriented.

#### **Other**

- Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.
- If hired, must complete a Food Handler's Guide & TIPS Alcohol training before you can be scheduled.
- You must be 18 years of age or older due to the serving of alcohol.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Concessionaire is a physically demanding position. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, stand, stoop, kneel, or crouch, and climb ladders. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. The employee will regularly use a computer.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Concessionaire is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.

#### **Applications:**

To apply for this position, please submit a resume and 2 references to [jobs@alextheatre.org](mailto:jobs@alextheatre.org). You may also submit applications via direct mail:

Hiring Manager: Concessionaire  
Glendale Arts  
116 W California Ave  
Glendale, CA 91203