

JOB DESCRIPTION

THEATRE CONCESSION ATTENDANT - GENERAL WORKER

SUPPORT AND ADMINISTRATIVE SERVICES - CINECENTA
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Staffs the Cinecenta Munchie Bar concession and carries out the cinema's door control duties.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Support and Administrative Services Division Manager through the Cinecenta Manager and Supervisors.
2. Reports to the Cinecenta Manager and Supervisors.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. For film screenings, the concession and door duties are shared during a shift between two concession attendants. If only one concession attendant is on duty, generally only the concession duties apply.

Concession Duties:

1. Sells the products offered by the Munchie Bar.
2. Maintains stock levels in the Munchie Bar and restocks the Munchie Bar at the beginning of each shift.
3. Counts the float, operates the cash register, and cashes out.
4. Cleans the Munchie bar at the end of each shift and maintains a clean work environment.
5. Responsible for verifying contents of deliveries to the Munchie Bar

Door Control Duties:

1. Ensures that each customer admitted to the theatre holds a valid ticket.
2. Assists the Supervisor with crowd control.
3. Keeps the poster cases current, ensures security of the posters, files them properly after use, puts the posters away and makes posters when necessary.
4. Cleans the theatre between shows.
5. Witnesses deposit drops by Supervisor when required.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Experience in a cinema or in a similar concession.
3. Ability to work quickly and accurately under pressure.
4. Experience handling cash is required.
5. Dedication to a high level of customer service.
6. Ability to be flexible under stress and in dealing with difficult people.
7. Food Safe certificate an asset.
8. Must be punctual and reliable.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.