

JOB DESCRIPTION
THEATRE ATTENDANT - GENERAL WORKER
SUPPORT AND ADMINISTRATIVE SERVICES - CINECENTA
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Sells tickets and memberships at the Cinecenta box office, attends to associated administrative tasks, and answers customer inquiries.

ORGANIZATIONAL RELATIONSHIPS:

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

DUTIES:

1. Sells tickets and memberships to customers at the Cinecenta box office and ensures that schedules and other promotional material are available.
2. Programs the Point of Sale system.
3. Counts the float, prepares the deposits and cash sheets, and cashes out at the end of the shift.
4. Ensures the security of the float and all box office cash and witnesses deposit drops by supervisor when required.
5. Explains Cinecenta and Society policy to customers.

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 box office.
3. Ability to work quickly and accurately under pressure.
4. Experience handling large volumes of cash is required.
5. Experience using a Point of Sale system is required .
6. Dedication to a high level of customer service.
7. Ability to be flexible under stress and in dealing with difficult people.

This is a student, part-time, hourly waged, union position.