

## JOB DESCRIPTION

### **CONCESSION ATTENDANT - CINECENTA**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Prepare and sell Cinecenta concession products and monitors theatre entry.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the Supervisor and Cinecenta but under the overall authority of the General Manager.

#### **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. Prepare and sell concession products.
2. Maintain stock levels.
3. Count the float, operate the cash register, and cash out.
4. Maintain a clean work environment and comprehensively clean the concession space at the end of each day.
5. Tidy the theatre between shows.
6. Verify deliveries.
7. Ensure that each customer admitted to the theatre holds a valid ticket.
8. Assist the Supervisor with crowd control.
9. Witness deposit drops by the Supervisor when required.
10. Notify the Supervisor or Cinecenta Manager of any potential issues.
11. Other related duties as assigned.

#### **QUALIFICATIONS:**

Required:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Must be organized and have cash handling experience.
3. Dedicated to a high level of customer experience.
4. Must be able to work as a team.
5. Must be punctual and reliable.
6. Ability to work independently with little supervision.
7. Ability to be flexible under stress and in dealing with difficult people.
8. Three (3) months' experience working in a cinema or similar concession.
9. Three (3) months' experience working as a barista in a busy location.
10. Experience using a Point of Sale (POS) system.
- 11.

Preferred:

1. Valid FOODSAFE Level 1 certificate.

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.