



**Irvine Barclay Theatre
Employment Opportunity
Concessionaire/Bartender Shift Lead
Part-Time Hourly**

Job Description

The part-time Concessionaire/Bartender Shift Lead is responsible for completing duties, assigning concessions shift duties, supervising concessions operations, creating and maintaining accurate counts of concession inventory and sales records, serving food and drink products to patrons, maintaining the concessions area, and handling money. The employee is directly responsible to the Bar Manager and is under the administrative supervision of the Patron Services Manager.

Work Location and Equipment Used

- a. Works mainly indoors behind a lobby concessions stand and occasionally outdoors behind a portable concessions stand.
- b. Operates equipment such as, but not limited to: bottle openers, cash drawers, a floor sink, a hot water maker, hot beverage urns, a microwave oven, and push carts.

Essential Job Duties

- a. Assigns concessionaires to concession stands and supervises concessions operations.
- b. Readies credit card devices at concessions stands.
- c. Distributes the concessions bank to the cash drawers.
- d. Creates and maintains concessions merchandise inventory and sales records.
- e. Prepares and serves food and drink products to patrons.
- f. Receives money for concessions and gives correct change.
- g. Monitor & maintain coffee and service areas while patrons are in the lobby
- h. Sets up and closes down concessions stands.
- i. Separates concessions sales from the concessions bank.
- j. Computes credit card transactions and forwards their total to the Concessions Manager.
- k. Bends, reaches, stands, walks, lifts, and carries concessions equipment and supplies; items weighing up to fifty (50) pounds may have to be lifted and carried short distances.
- l. Maintains safe working conditions and a sanitary work area.
- m. Set up and break down event tables and chairs, as needed.
- n. Performs and supervises concession area upkeep and restocking.
- o. Performs other duties and special projects as needed, and supervises other concessionaires in these duties.
- p. Ensures all concessions related duties are completed by the concessions staff prior to the end of the shift.

Required Abilities, Knowledge, and Skills

- a. At least twenty-one (21) years of age and have legal authorization to work in the United States.
- b. Fluent in English and understands and carries out oral and written instructions and work schedules.
- c. Works a flexible schedule with some holiday and weekend work required.
- d. Reports to work as scheduled and follows the call-out policy, if unable to work.
- e. Maintains accurate time sheets and submits them in a timely manner.
- f. Communicates effectively with the public.
- g. Takes food and drink orders and prepares and serves beer, champagne, and wine.
- h. Counts money and makes correct change.
- i. Concentrates and accomplishes tasks despite interruptions.
- j. Establishes and maintains cooperative, effective, harmonious, and productive working relationships with fellow employees.
- k. Interact in a professional manner with theatre patrons, answering questions and resolving concerns

Compensation and Benefits

Hourly pay rate is dependent upon qualifications and experience.

Sick: 24 hours per year, after the 30th day of work.

Irvine Barclay Theatre is an "at-will" employer.