



## **Irvine Barclay Theatre Employment Opportunity**

### **Concessionaire/Bartender Part-Time Hourly**

#### Job Description

The part-time Concessionaire/Bartender is responsible for completing duties during the assigned concessions shift, serving food and drink products to patrons, maintaining the concessions area, and handling money. The employee is directly responsible to the assigned Concessionaire/Bartender Shift Lead, and is under the administrative supervision of the Patron Services Manager. Irvine Barclay Theatre is an "at-will" employer.

#### Compensation

The pay rate for Concessionaire/Bartender is \$12.00 per hour.

#### 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. Prepares and serves food and drink products to patrons.
- b. Receives money for concessions and gives correct change.
- c. Monitor & maintain coffee and service areas while patrons are in the lobby
- d. Sets up and closes down assigned concessions stand.
- e. 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.
- f. Maintains safe working conditions and a sanitary work area.
- g. Set up and break down event tables and chairs, as needed.
- h. Performs concession area upkeep and restocking.
- i. Performs other duties and special projects as assigned.

#### 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. Literacy 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.