

Flint Cultural Center Corporation
601E. Second Street, Flint, MI 48503
Job Posting

Job Title: Bartender
Department: The Whiting/Capitol Theatre – Front of House
Reports To: Front of House Manager
FLSA Status: Non-Exempt

****This is a part time position.**

GENERAL DESCRIPTION

Under the supervision of the Front of House Manager, bartenders are scheduled to work part-time at both The Whiting and Capitol Theatre. As a professional bartender in an arts venue, this job entails mixing drinks, selling concessions, handling cash, operating the point of sale system, and providing excellent customer service in a fast-paced environment. This position requires the ability to work both nights and weekends.

RESPONSIBILITIES

- Stocking and preparing the bar prior to doors opening for the patrons
- Maintaining a cash drawer which aligns with the sales for the event and be accountable for any discrepancies.
- Greeting and engaging with the theatre patrons in a friendly and positive manner, including being familiar with products as well as upcoming events at the theatres.
- Addressing patron inquiries and complaints in a professional and positive manner.
- Contacting Front of House Manager if unable to handle problems with a patron.
- Make recommendations to Front of House Manager for ways to improve sales and increase customer service.

QUALIFICATIONS

- Customer Service experience including cash handling.
- TIPS Certification or willingness to obtain if hired (Training to be provided by employer).
- Ability to lift and carry up to 20 pounds.
- High energy level, sense of humor, diplomatic/tactful, and ability to multitask in a fast-paced environment.
- Good interpersonal skills, including listening, with demonstrated ability to work with diverse groups of people. Must have the ability to work as a team member, foster a cooperative work environment and maintain effective relationships.
- Experience with point of sale system and previous bar/concessions experience preferred, but not required.

Apply To: Mail or email resume, cover letter and references to:
Flint Cultural Center Corporation
Attn: Human Resources
601 E. Second Street
Flint, MI 48503
hr@fcccorp.org

Date Posted: 5.21.19; **posting will remain active until filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer