

FLINT CULTURAL CENTER CORPORATION

601 E. Second Street

Flint, MI 48503

Job Posting

Job Title: Bartender
Department: The Whiting/Capitol Theatre – Front of House
Reports To: Director of Development and Front of House Operations
FLSA Status: Non-Exempt
Schedule: As Needed Basis

PLEASE NOTE: Candidates hired for this position will work on an “as needed basis”. Due to the current situation surrounding the COVID-19 virus, job offers and start dates will not occur for several weeks. However, applications will be screened immediately and telephone interviews will be held with the best qualified candidates in the near future. Those invited for phone interviews will be contacted via email.

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: Email Resume to hr@fcccorp.org

Date Posted: 3.18.20 **Posting will remain active until filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer