

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

**Job Title:** Concessions/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**

As a member of the House Staff, concession workers/bartenders are responsible for cash handling, customer service, mixing drinks, inventory control, restocking prior to the performance, at intermission and following the performance, and setting up for private events as instructed.

**RESPONSIBILITIES**

- Stocking and prepping stand prior to doors opening
- Responsible for product sales leading up to the start of the performance, including taking pre-orders for intermission sales
- Once the performance begins, concession staff will restock and prep the stand for sales during intermission
- Once intermission is complete, the entire staff is responsible for the cleanup, restock and inventory of the concession stand.
- Handling of cash on specified register and reporting final sales to Front of House Manager at close of event. All discrepancies must be accounted for.
- Users assigned to work and sell bar must be TIPS certified, The Whiting will provide Certification training.
- Staff may be required to work Holidays

**QUALIFICATIONS**

- Strong communication skills
- 2-3 years in customer service experience including cash handling
- Able to multitask in a face-paced environment
- Able to work with a team
- Able to lift 20-30 lb. boxes
- Previous experience in bar service strongly encouraged, but not required

**Apply To:** Email resume, cover letter and references to: [hr@fcccorp.org](mailto:hr@fcccorp.org)

**Date Posted:** 8/28/19; posting will remain active until filled

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**