

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-079 **Issue Date:** 04-19-17 **Closing Date:** 04-25-17

Concessionaire (2) Two Positions
Cultural Heritage Center Theater
Department of Finance
Hourly Wage: \$9.67/Regular/Part-Time

Responsible to perform all phase of theater operations. Position requires working days, nights, weekends and holidays. Follows protocol in detail for opening and closing of all point of sale registers in the Theater. Prepares and completes all paperwork timely and accurately to include closing reconciliations reports, accounts receivables, ordering supplies, stocking and inventory. Required to operate theater equipment; digital sound system, digital video projector, popcorn machine, state lighting, carpet extractor and pop dispenser machines. Perform theater maintenance and janitorial duties. Maintain cleanliness of entire concessions area including cooking equipment, counters, glass display cases, condiment areas, preparation areas and stock room shelves. Ensure security of all point of sale registers including box office tickets sales. Capability to communicate and work effectively with guests in a fast paced high-volume setting. Proficient communication skills with customers, supervisors, coworkers and vendors.

Knowledge, Skills and Abilities:

- Knowledge of point of sale software, digital and concession equipment and telephone movie hotline.
- Knowledge of movie industry and ratings of movies.
- Knowledge of inventory control and cost effective pricing.
- Skill in operation of theater equipment and ability to handle technical issues.
- Ability to work days, nights, weekends and holidays.
- Ability to be prompt and efficient at all times.
- Ability to communicate and work effectively with guests, coworkers, supervisors and vendors.
- Ability to handle and work under stressful situations, or under high volume settings.
- Ability to greet guests, assemble food orders, operate point-of-sale terminals and make accurate change quickly.
- Ability to handle and make quick decisions in emergent situations for the safety of employees and customers.
- Ability to work under minimal supervision.
- Ability to work in a team setting and or multi-task.
- Ability to lift heavy boxes and containers at least 30-50 lbs.

General Recruiting Indicators:

- Must possess a high school diploma or GED and/or work history demonstrating the ability to perform the job AND must be physically active to lift heavy boxes and stand on feet for long periods of time.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a CPR/First Aid and Food Handler's Card within 6 months of hire.
- Possession of a valid Washington State Driver License.