

Game Room & Cinema Attendant

Job Summary: The Game Room and Cinema Attendants operate the Game Room, Cinema, and other related programs.

Supervision: This position reports directly to the designated Operations Manager. Cross-supervision is provided by the other full time staff.

Responsibilities include, but are not limited to:

- Utilize point of sale systems to sell tickets and concessions in the cinema
- Utilize point of sale systems to track and charge customers for use of Game Room equipment
- Complete cash transactions and end of shift reconciliations
- Manage equipment and concessions inventories
- Troubleshoot technical issues with cinema equipment and video game consoles
- Assist with programs and special events
- Provide customer service that enhances the user's experience
- Coordinate with the Game Room Manager, Building Manager and full time staff during emergencies
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Ensure the safety, cleanliness, customer service and cash handling standards of the Cinema and Game Room
- Receive and remove concession/equipment from inventory per established procedures
- Perform other duties as assigned

Qualifications:

- A cumulative and term GPA of 2.0 or better at the time of application. A per semester GPA of 2.0 or better must be maintained throughout employment.
- Demonstrated customer service skills
- Prior cash handling experience
- Prior food service experience preferred
- Working knowledge of video game systems preferred (Xbox,
- Working knowledge of audio/visual equipment
- Ability to work on a team
- Ability to work with limited supervision

Schedule: This position requires flexible availability including late nights, weekends and during some breaks. Typically, staff will work anywhere from 8 to 15 hours per week and will work no more than 30 hours.