



Job Title:

Box Office Cashier

Summary:

Creates a welcome environment for patrons. Sells tickets to movies and special events. Provides movie and event information. Enforces film studio and theatre admission policies. Responsible for security of cash and tickets. Cleans and maintains the box office area.

Essential Duties & Responsibilities:

Greets patrons

Provides movie, special event, and general theatre information

Accurately sells tickets & OFAB permits, accepts payment, and makes change

Properly operates ticketing machine

Properly operates and communicates efficiently on two way radio

Follows MPAA film rating guidelines when selling admission tickets

Follows theatres policies for selling admission tickets (headlights off, no OFAB without permit, etc)

Accurately fills out box office reports

Takes car counts

Answers telephone in professional manner

Keeps box office area clean

Keeps box office stocked with forms, flyers, and give-a-way bags

Memorizes house rules and policies

Watches for safety or security issues (Trip hazards, lighting, suspicious persons, etc.) and reports to management

Monitors restrooms for cleanliness and stocking needs

Performs other work related duties as assigned

Requirements:

Must be at least 18 years old

Agree to conditions of employment

Available to work evening/night hours, weekends, and holidays

Ability to stand for extended periods of time and move quickly

Note: This job description is intended only as a general guideline of your duties and responsibilities at The Bengies Drive-In Theatre and is not a legally binding contract. The Bengies Drive-In Theatre reserves the right to amend, change or terminate the job description, as it deems appropriate. Any change amendments, or modifications may be implemented even though they have not been communicated, reprinted or substituted in this job description.