



Keyholder

Qualifications:

- Great people skills, have the ability to resolve co-worker and customer concerns
- Desire to help and mentor others
- Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages
- Effective oral and written communication skills
- Must be able to perform opening and closing responsibilities
- Able to lift and carry up to 40lbs

Responsibilities

- Consistently providing excellent customer service in a quick and efficient manner
- Knowing and implementing opening and closing procedures for the theater
- Upholding theater standards in cleanliness and safety
- Watching inventory and notifying management when product is low
- Relaying customer concerns to management promptly
- Selling tickets and concessions
- Upselling/Suggestive Selling
- Cleaning theaters
- Learning to operate the projectors and monitoring them to assure they are working properly during the movies
- Operating and cleaning the popcorn popper
- Setting up the cash drawer at the beginning of day if upper management is not present
- Handling the cash drawer at the end of night and depositing the sales from that day if Upper Management is not present

Position Description

We are looking for a self-motivated, dynamic team player to join our team!

The Falls Theatre is hiring a Key Holder to support the Theatre Manager and Assistant Manager to ensure a smooth and efficient running of the theatre.

The Key Holder position is responsible for providing exceptional guest service and support, while working closely with the Manager and other team members to maintain operational standards and procedures. They will be responsible for assisting with the daily operations of the theatre, such as opening and closing the theatre both with and without upper management present. A Keyholder assists with ensuring that each customer receives a friendly and personalized service with great food that is promptly delivered in a clean and inviting environment. This position can be full time or part time depending on hours available. The pay is \$12.50 per hour for up to 20-30 hours a week including evenings and weekends. Please include a resume when applying for this position.