

Bar and Concessions Manager

Job Title: Bar and Concessions Manager

Department: Front of House

Reports to: Director of Patron Relations & FOH

Job Type: Part time

Salary Range or Pay Rate: Starting at \$18.00 per hour

About The Z

The Zeiterion Performing Arts Center (The “Z”) is a non-profit whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel valued in our employ, in our seats and on our stage.

GENERAL OVERVIEW

The Bar and Concessions Manager oversees the staff and operations of The Z bar and concessions, making sure it is clean, functioning efficiently and profitable. Their main duties include scheduling and overseeing staff, creating an inviting patron experience and ensuring the bar is and well-stocked. The bar manager is expected to work at all performances/events with few exceptions.

DUTIES AND RESPONSIBILITIES:

- Staff a dependable and competent crew of bartenders
- Delegate effectively
- Promote friendly and positive customer service
- Resolve customer complaints promptly and competently
- Oversee and implement accurate and secure cash handling procedures and paperwork
- Monitor inventory and place orders when needed.
- Check that stock is correctly stored and rotated
- Promote and execute specialty drinks at each performance/event
- Ensure that staff is following local requirements and proper alcohol distribution regulations.

QUALIFICATION & SKILLS REQUIREMENTS:

- Experience working in a bar environment preferred
- Tip certified
- High school diploma or equivalent

- Ability to lift up to 50 pounds
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: walking, crouching, pushing, pulling, lifting up to 50 pounds, or carrying heavy equipment or supplies; climbing stairs/ladders; walking, standing, or sitting for extended periods of time.

HOW TO APPLY: Send resume to Director of Patron Relations/Front of House drubbicco@zeiterion.org