

POSITION:

CASHIER

STATUS: PART-TIME

REPORTS TO: FOOD AND BEVERAGE MANAGER

POSITION AVAILABLE: IMMEDIATELY



ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

The Cashier is responsible for efficiently processing guest orders while providing excellent service to provide our guests with a positive experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes guest orders, setting up and maintaining Cashier station, as well as common work areas
- Provide exceptional customer service, assisting guests with their dining experience
- Collaborate with team members and communicate clearly to the management team
- Provide feedback to management on all guests, products, and general issues
- Adheres to cash policies and procedures to minimize losses
- Complies with all other established company policies and procedures
- Upholds the security and confidentiality of documents and data within area of responsibility
- Other duties as assigned

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. From time to time, you may be required to undertake

such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PREFERRED QUALIFICATIONS AND CAPABILITIES

Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.

ATTITUDE

- Customer service focus and a genuine desire to deliver an excellent experience, every time.
- 'Can-Do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- Presentable, professional, and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, and weekends.

SKILLS

- Provides prompt and courteous customer service
- Ability to operate a cash register efficiently and accurately
- Ability to perform general cleaning duties
- Ability to interpret and apply company policies and procedures
- Excellent verbal communication skills
- Ability to work both independently and within a team environment
- Effective time management
- Knowledge of products and services

PHYSICAL DEMANDS/WORK ENVIRONMENT

- While performing the duties of this job, the individual is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and smell. The individual is occasionally required to climb or balance and stoop, kneel, or crouch. The individual must regularly lift and/or move up to 40 pounds and reach from 6 to 72 inches.
- While performing the duties of this job, the individual is occasionally exposed to cold and/or wet conditions, and moving mechanical parts.

BENEFITS

Salary: \$15 per hour, plus gratuity

HOW TO APPLY

Submit a cover letter and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.