

*(Note: You must read, sign and return this description with your completed application)*

## **REEL THEATRES JOB DESCRIPTION: THEATER FLOOR STAFF**

**GENERAL DUTIES:** Floor Staff personnel support the management staff in the day-to-day operations of the theater. In any given shift, Floor Staff personnel may work in the box office, concession stand, projection booth and/or at the doorman's stand. Floor Staff personnel are required to follow the instructions, guidance and direction of management personnel as they pertain to the policies, rules and procedures of the theater.

**SPECIFIC TASKS/DUTIES:** Employees hired as Floor Staff are required to read, understand and follow the Reel Theatre Employee Policies & Procedures Manual. Additionally, all employees will be required to perform some or all of the following tasks:

### **CUSTOMER SERVICE**

- Smile while on duty
- Greet all Customers with a pleasant, upbeat attitude
- Thank every Customer that is served
- Answer telephones in a polite and expeditious manner
- Assist Customers to the fullest extent possible
- Refer all Customer complaints and concerns to management

### **SCHEDULED SHIFT WORK**

- Show up to work on time as scheduled
- Notify management prior to any tardiness, schedule change request, or absence
- Record check in and check out times on company approved time sheets or time clocks, if available
- Stay busy at all times when on duty
- Refrain from personal conversations with non-employee friends while on duty
- Refrain from using the business telephone and personal cell phones at all times while on duty
- Prohibit the loitering of friends, in or around the theater

### **UNIFORM DRESS AND CLEANLINESS**

- Wash hands prior to each shift and after any activity not directly related to food preparation
- Wear company uniforms and present a professional appearance
- Maintain an overall appearance of cleanliness and neatness
- Meet specific company dress standards regarding hair length, jewelry, clothing, etc., that will be prescribed at the sole discretion of management

### **STOCK/INVENTORY CONTROL**

- Monitor, count and control inventory
- Rotate concession items to prevent spoilage
- Restock materials and supplies (may involve carrying loads up to 50 pounds)

## **SELLING OF ITEMS**

- Sell tickets and concession items to Customers
- Be knowledgeable of the items offered by the theater and their prices
- Inform Customers of their buying choices
- Use positive, up-selling, and suggestive selling practices
- Present/serve purchases in an approved manner
- Receive money and count the correct change for each sale
- Use the point of sale (POS) systems located at the theater for every sale
- Become knowledgeable of company procedures regarding the use of sales terminals
- Accurately control the money in assigned cash drawers
- Accurately control the ticketing of Customers and Customer seating in shows

## **CLEANING/SANITATION**

- Maintain a clean work station at all times
- Prepare and handle food in accordance with company policy and local health regulations
- Obtain a Health Department “Food Handler’s Permit” within 30 days of hire if required by individual state law or the local Health Department
- Clean any and all parts of the theater as directed by theater management
- Wash counters, utensils, dishes, windows and equipment
- Sweep and mop floors
- Pick up and empty trash in and around the building
- Care for facility and equipment with high level of consideration for its value at all times
- Other cleaning duties as assigned by the theater management

## **ADVERTISING/MARQUEES**

- Update theater marquees, posters and menu boards (may require exposure to the elements of weather for brief to intermediate periods of time)
- Know the story lines of all current, and upcoming movies
- Present a positive image to all Customers while on duty

## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have read the Job Description of the position for which I am applying. Furthermore, by signing below, I acknowledge my understanding of the Job Description and attest that I can meet the requirements stated without accommodation(s) except as follows: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

NAME: (Last, First, Middle Initial)

Date:

ADDRESS: (Street, City, State, Zip)

Phone Number:

IF HIRED, WILL YOU PROVIDE PROOF OF YOUR LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES? Yes  No

ARE YOU 16 YEARS OLD OR OLDER? Yes  No

HAVE YOU, WITHIN THE LAST SEVEN YEARS, BEEN CONVICTED OF OR PLED GUILTY OR NO CONTEST (NOLO CONTENDERE) TO A FELONY CRIME (CONVICTIONS THAT HAVE BEEN EXPUNGED, SEALED OR LEGALLY ERADICATED NEED NOT BE LISTED)? Yes  No

IF YES, STATE THE NATURE OF THE CRIME(S), WHEN AND WHERE CONVICTED AND THE DISPOSITION OF THE CASE. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. THE NATURE OF THE OFFENSE, THE SURROUNDING CIRCUMSTANCES AND THE RELEVANCE OF THE OFFENSE TO THE POSITION(S) APPLIED FOR MAY BE CONSIDERED. (USE SPACE BELOW)

## EMPLOYMENT INFORMATION

Position Desired:

How did you become interested in applying for this job?

Full Time:

Date You Can Start:

Salary Desired:

Part Time:

DO YOU HAVE RELIABLE TRANSPORTATION TO AND FROM WORK? Yes  No

ALL POSITIONS REQUIRE AVAILABILITY ON EVENINGS, WEEKENDS, & **ALL** HOLIDAYS, WILL THIS BE A PROBLEM? Yes  No

ARE THERE ANY DAYS YOU CANNOT WORK? Yes  No  IF YES, WHICH DAYS? \_\_\_\_\_

ARE YOU EMPLOYED NOW? Yes  No  IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? Yes  No

HAVE YOU EVER APPLIED TO OR BEEN EMPLOYED BY THIS COMPANY BEFORE? Yes  No  IF SO, WHEN? \_\_\_\_\_

CURRENT & FORMER EMPLOYERS: (Start with most recent first)

Date (Month & Year)	Name & Address of Employer	Salary	Position	Reason For Leaving
From				
To				
Contact Person:		Phone #:		
From				
To				
Contact Person:		Phone #:		
From				
To				
Contact Person:		Phone #:		

## EDUCATION INFORMATION

Circle Highest Level of Schooling Completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6

Level	Name and Location of School	Dates	Graduated?	Subjects Studied
High School		From: _____ To: _____	Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/>	
College / Trade School		From: _____ To: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College / Trade School		From: _____ To: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other Training or Special Skills:

### PERSONAL REFERENCES

List three persons, not related to you, who are in a position to evaluate your previous employment performance. Preferably these persons should be former supervisors or people with whom you have worked.

Name	Years Known	Pers. or Bus. Ref.	Business	Address	Phone Number

In Case of Emergency Notify:

Name:	Relationship:	Address:	Phone Number:
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### PHYSICAL RECORD

DO YOU HAVE ANY PHYSICAL LIMITATIONS OR HANDICAPS THAT MAY PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED (REVIEW ATTACHED JOB DESCRIPTION BEFORE ANSWERING)? Yes  No   
IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION OR HANDICAP? PLEASE DESCRIBE:

**IN THE SPACE BELOW, PLEASE WRITE IN 100 WORDS OR LESS WHY YOU FEEL YOU WOULD BE AN ASSET TO OUR COMPANY.**

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN AT THE BOTTOM OF PAGE.**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, I authorize the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ I understand that in connection with my application for employment, the Company may obtain a consumer report and/or investigate consumer reports about me that may contain information as to my character, general reputation, personal characteristics, and mode of living. Such reports may include or consist of my driving history obtained from the Department of Motor Vehicles. I further understand that any job offer extended by the Company is contingent upon receipt of a favorable consumer or investigative consumer report about me.

\_\_\_\_\_ I understand that in connection with my application for employment, depending upon the position for which I have applied, any offer of employment is conditioned upon my taking and passing a post-offer/pre-employment drug test and, if necessary for the position for which I have applied, a post-offer/pre-employment medical examination. I understand that I may refuse to take any required pre-employment drug test and/or medical examination, but that if I do, any offer of employment will be immediately withdrawn.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of The Reel Theatre to provide equal opportunity to all qualified applicants without regard to their race, color, age, sex, sexual orientation, pregnancy, gender, disability, religion, national origin, handicap, ethnic background, military service, citizenship or any other characteristic protected by law.

**THIS APPLICATION WILL BE ACTIVE FOR A PERIOD OF THIRTY DAYS AFTER COMPLETION.**