



CONCESSION STAND ATTENDANT INFO SHEET

Who am I working for? You are hired by UIS Food Services and assigned to the Performing Arts Center as a Concession Stand Attendant. You are scheduled and supervised by a staff member of Performing Arts Services.

How much will I get paid? \$11 per hour, paid bi-weekly according to UIS pay schedule, not including tips.

How many hours a week will I work? Between 5 and 10 hours per week has been average, from September – June each season. During busy times, there is the possibility of more hours if you desire.

When/How long are the work shifts? Most events are evenings and/or weekends (Thursday, Friday, Saturday, Sunday nights). Occasionally we host all-day and multi-day events. Concessions shifts average about 4 hours each. On days with multiple shows, you have the option of working additional shifts.

What will I be doing? You will be serving and selling alcohol, soda, candy and popcorn. Beer and wine are poured from single serving bottles into plastic cups. Soda served in bottles, Popcorn dispensed in boxes. Candy is individually wrapped. You will also be taking money, making change, processing credit cards, stocking/restocking product, setting up counters, make popcorn, general organization, and spot cleaning. The most important component is providing fast, accurate, efficient, and friendly service to patrons of the Performing Arts!

Where will I be working? The major location is the lobby of the Public Affairs Center, Sangamon Auditorium concession stand, with occasional satellite locations on the Mezzanine level. A second, smaller location is the Studio Theatre located on the 1st floor of the PAC.

What is the working attire? Comfortable, casual. Black shirt is required, either short or long sleeve. We may be providing shirts for you to wear. Dark pants, preferably black. Jeans are permitted, in good condition. Comfortable (closed-toe) shoes as you will be moving around and standing.

What additional training is necessary? You must complete the IL BASSET training for on-premise alcohol service prior to your first shift. Information on how to do the online course will be provided. It costs \$14.95 and takes four hours to complete. We do not pay for the course cost; it is the responsibility of the employee. Certification is good for 3 years. We do pay for the four hours of training, at the rate of \$11 an hour, which is added to your first pay period.

How do I sign up for available shifts? We use myvolunteerpage.com to see available shifts and to sign up. Once hired, you will be given access to use the web and mobile app versions.

Must be 21 years of age. If you are a UIS student, please contact me for specifics regarding eligibility to work as a Concession Stand Attendant. Dwight Vaught, House Manager, UIS Performing Arts Services, email: dvaug5@uis.edu, Office 217-206-8289