

Hebden Royd Town Council

USHER AT HEBDEN BRIDGE PICTURE HOUSE

JOB DESCRIPTION

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: Usher

POST GRADE: SCP 2 £22,366 pro rata (equivalent to £11.621 per hour uplifted to the Real Living Wage, currently £12.00 per hour)

Permanent and Casual Posts

1. PRIME OBJECTIVES

To ensure the safety and enjoyment of all patrons of the facility.

To be familiar in the role you would take in the event of an evacuation of the building.

To work as part of the front of house team to ensure that all the Front of House standards for the Hebden Bridge Picture House are fulfilled.

2. SUPERVISORY RESPONSIBILITY

None

3. SUPERVISION RECEIVED

Responsible to the Picture House Manager or in his/her absence the Duty Manager.

4. RANGE OF DECISION MAKING

How to deal with any difficulties or emergencies which may arise.

5. RESPONSIBILITY FOR ASSETS

Handling of cash and recording of sales.

Kiosk stock including ice cream, drinks (including alcohol) and sweet stock.

6. CONTACTS

Members of the public attending screenings / performances.

Hebden Royd Town Council Staff and management.

Performers/Artists.

Local dignitaries attending performances.

7. RANGE OF DUTIES

1. To prepare the Picture House for the audience and the kiosk (and / or bar) for sales prior to each performance.
2. To provide a warm and professional welcome to Picture House patrons.
3. To serve and sell alcoholic drinks, ice creams, sweets, popcorn, hot and soft drinks and merchandise in the kiosk, behind the bar and in auditorium when required.
4. To restock the kiosk and bar as required, recording and monitoring stock levels, use by dates and condition and to complete a stock take when necessary. To assist with de-stocking the bar after its use.
5. To be responsible for all cash received and forwarding same to manager/duty manager in line with Picture House procedures.
6. To be familiar with the Alcoholic Drinks Policy & Serving Guide, Health and Safety policy and Fire Evacuation procedures and be prepared to take your role in the evacuation of the building.
7. To be fully conversant with the film and events programme at the Picture House and to inform and assist members of the audience/public when appropriate.
8. To take part in regular cleaning routines for the kiosk and stock rooms as required.
9. To be responsible for the safety and control of the audience during the screening/performance when appropriate.
10. To clean the kiosk / bar as required during the screening/performance if on duty in the kiosk / bar.
11. To check the public areas after each screening/performance to ensure that the audience has left and the building is secure.
12. To ensure that all lost property is taken to the office after each performance.
13. To undertake any other duties as may reasonably be expected and which do not alter the nature of the post.