



POSITION DESCRIPTION: Front of House Host

HOURS: Estimated 4 hours/performance

Specific Duties:

- Check in with the Supervisor upon arrival. Review your job description posted on the front table.
- AGLC regulations state that **no FOH staff may drink alcohol on duty**. You are considered part of the security team.
- The two hosts at the front door welcome guests, take tickets (keeping the stubs), sell tickets, offer programs, and direct e-ticket holders to the end of the second table for check in. Remember to count them on your counter.
- The third host processes e-tickets with the phone provided and runs the concession.
- Set up your station with cash box, tally sheets, counter, programs, phone and lights. The concession products need to be set out with their cash box.
- Turn on lights just before doors open. Remember the lights between the front doors.
- If you need change you can buy it from the bar.
- Check the coffee/tea table is set up with enough mugs, sugar, spoons and plates for used spoons. Have a bartender fill the two creamers.
- Once the performance begins put your cash box in the office and quietly take a seat in the audience, if not sold out. On sold out nights there are chairs at the back for staff.
- At intermission check the drinks table to see if back up thermoses are needed, refill the creamers and wipe up spills. The hosts not on the concession collect used glasses, mugs and empties. Put in bus pans in the office or the recycle bin. Check the floor for spills.
- After the performance take used glasses, mugs, spoons and thermoses to the kitchen. Run dishes through the dishwasher and return clean dishes to the bar and drinks table with extra mugs and spoons in the office (labelled helps). Set up the coffee/tea table ready for the next performance.

- Empty and rinse the thermoses and place in their crates at the back door.
- **Please check in with the Supervisor before you leave.**