Responsible to perform all duties in accordance with the set policies and procedures covering aspects of Box-Office/Concessions/Ushering under the general guidance of Duty Manager/Duty Officer

To personally greet the customers and other VIP

Guests at each touch point with correct salutation Service on seat, suggestive & Up selling.

• Efficient Cash handling at POS, and no variance in sales

•Customer query handling and delight each and every customer by giving best service.

•Well versed with Movie synopsis and genre.

•Taking effective orders and satisfying the customers.

•Box office handling, Concessions handling independently.

•Cash Management from Box and Candy Area.

•To effectively operate the software system VISTA generating revenue.

•Ensure highest level of integrity towards organization & patron.

•Handling queries regarding film content, rating, show times.

• Responsible for maintenance of machines at Box Office and concessions

•Ensure that all the statutory forms and formats for revenue collection are maintained in the respective areas at all times.

•Follow correct cash handling procedures and revenue collection as per the policies and procedures.