

**THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION
JOB DESCRIPTION**

TITLE: Coat Check Attendant
FLSA STATUS: Non-Exempt
DEPARTMENT: Operations

Reviewed: 12/1999

Salary range: \$16.20 per hour; Link to Benefits Summary: <https://cso.org/benefitsptstaff>

GENERAL SUMMARY

Handle receiving, hanging and securing patron's personal belongings.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Hang coats and other items as checked
2. Provide general directions and instructions to patrons

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

REPORTING RELATIONSHIPS

1. Reports directly to House Manager
2. Reports to assigned Front of House Managers

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Polite and pleasant patron service skills
2. Patron Service experience
3. Organized, ability to take on many patrons and items at once

WORKING CONDITIONS

Ability to continually lift, hang, and retrieve heavy outerwear

Employee Signature

Date

Manager Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.