

Special Events Warehouse Person

The following information, with the detailed job description, should provide you with details of the position we are currently offering.

Type of employment

Temporary full time (June 1 – September 30)

Start Date

June 1

Overview of job

Rental Village requires an individual to join our team in our Carleton Place store as Special Events Warehouse person. He/she will support our Special Event Coordinator, and the local Operations Manager, and will be responsible for most of our Special Event orders as they go out—and come back—from our customers. This person **needs to be organized**—it's very important to exhibit calmness and preparedness in the busy environment we experience throughout the work-term. No two days will ever be the same: from washing chairs in preparation of the next rental—to setting up a tent at our customer's site—to counting inventory back in after an event—and so much more, this person should **welcome an ever-changing day**. Oh—and those tents—they're heavy. So please **anticipate some heavy lifting!** Whether setting up a tent, or loading 50 tables into the truck for delivery, or carrying chairs to our customer's back yard—there will be lots of hard work! Our new warehouse person will be delivering orders in a cube-van (often towing a trailer) so a **clean driving record** and experience with such is an asset.

Often this person is the *only* person our customer may see from our firm, which **means customer interaction skills are very important**.

Rental Village is intentional in maintaining our fun, 'team-based' atmosphere, which means the successful candidate will compliment the values we hold high in our business.

Hiring process

If you feel you have the qualifications and work values that we seek for this position, email your resume to employment@rentalvillage.ca. We will contact only those who we want to interview for the position.

Compensation

T.B.D. based on experience.

Job Description

SPECIAL EVENT WAREHOUSE PERSON

INVENTORY MANAGEMENT

1. Maintain special event inventory including, but not limited to:
 - Washing chairs and stacking ready for next rental
 - Repair / clean tables and stack ready for next rental
 - Clean tents and repack ready for next rental
 - Clean BBQ's, ensure propane tanks are full ready for next rental
2. Count and sort all returned equipment, prepping for wash process

3. Keep accurate records of lost or missing items.
4. Maintain communication with Special Events Coordinator regarding inventory availability and condition as required.

ORDER PROCURMENT

1. Pull and label orders for delivery or customer pick up.
2. Deliver orders to site when applicable with direction from Special Events Coordinator.
3. Erect and disassemble marquees at customer's site
4. Setup and/or take down inventory at customer's site if applicable.

MAINTENANCE

1. Maintain a clean organized warehouse
2. Maintain clean delivery truck and trailer
3. Refinish special event inventory if necessary including, but not limited to:
 - Sanding / varnishing tables
 - Painting / varnishing stage risers, dance floors, etc.
4. Organize tent trailer and ensure all components are operating as necessary

OTHER

1. Assist other team-members when required
2. Attend monthly team meetings (approximately 2 hours after business closing)
3. Bring your enthusiastic, positive attitude to work with an expectation of have a great day!

NOTICE

W.R. Monette Enterprises Ltd. is intentional on creating an environment where all staff members willingly share all tasks within the business. This list describes tasks expected, but does not limit the responsibilities of the position.