



RVJD-020 Special Events Support

Job title	<i>Special Events Support</i>
Reports to	<i>Special Events Support Team Lead/Events Coordinator</i>

JOB PURPOSE

‘Customer Service is not a department...it’s an attitude.’

Our extensive inventory of tents & special event rental equipment has allowed Rental Village Special Events to grow and become a leader in the Tent & Special Events industry in our region! Our commitment to superior customer service is second to none! Rental Village provides everything from party tents, canopies, tables, chairs, linens, dishware, glassware, flatware, dance floors, staging, AV equipment, sound systems, & concession equipment and much more.

Rental Village Special Events has a reputation for clean, quality items. We require a person who will take pride in their work and strive to maintain that reputation in a tough & competitive industry. He or she will support our Special Events Coordinator. A strong back is required as there is some heavy lifting that should be anticipated.

DUTIES AND RESPONSIBILITIES

- Count & sort all returned party equipment.
- Clean, dry & sort dishes/cutlery/glassware in assigned storage areas, keep accurate records & report damaged, lost or missing items to Special Events Coordinator.
- Ensure items are wrapped & packed in their respective containers.
- Check items brought in for re-rental against P.O. for accuracy and upon return by customer. Sort & package for return to re-rental providers.
- Pull & label orders on reservations for delivery & pick up at least one day ahead of event date.
- Assist with cleaning & maintaining **all** Special Events equipment.
- Maintain communication with Special Events Team Lead, Coordinator and/or Store Manager regarding inventory requirements.
- Maintain a clean wash area including (but not limited to): clean sink & backsplash area, keep supplies in neat fashion & inform Special Events Coordinator when supplies are low, maintain kitchen work areas, equipment, & utensils in a clean, orderly condition,

sort & remove trash, sweep & mop floors in kitchen work area, assist other team members when required.

OTHER

1. Attend regular team meetings (approximately 2 hours after business closing) when required.
2. Think SAFETY in all aspects of your day.
3. Bring your enthusiastic, positive attitude to work with an expectation of have a great day!

QUALIFICATIONS

- Must have a high school diploma or equivalent.
- Attention to detail is essential.
- Must be able to lift approximately 50 lbs. / 25kg.
- Must maintain a professional personal appearance.
- Computer knowledge is an asset. Training on rental software will be provided if required.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

WORKING CONDITIONS

Most work will be primarily indoors in our warehouse.

Repetitive bending, reaching, lifting and moving items.

This job requires constant interaction with co-workers, customers and vendors.

Must be able to work with the pressures of time constraints.

May occasionally require in excess of 8 hrs./day during the busy summer season.
