



WAREHOUSE STAFF

Part /Full Time - Hourly

The job of the **WAREHOUSE STAFF** is to support event operations by way of physical tasks related to event prep, equipment pulls, and maintenance of Chowgirls warehouse inventory and its spaces, facilities, and vehicles as directed by the **EQUIPMENT** and/ or **WAREHOUSE SUPERVISORS**

EQUIPMENT / WAREHOUSE

- Be familiar with all equipment-related aspects of each event through full understanding of the paperwork and timelines
- Be knowledgeable and familiar with Event Worksheets, Timelines, and Warehouse Assignment Boards as it relates to the warehouse departmental duties and needs
- Complete equipment pulls for events according to pull sheets
- Pick up and return event rentals as directed, ensuring you have the right counts upon pick up AND return
- Facilitate expos and load outs as assigned
- Clean and polish service wares before events
- Return clean equipment from events to their proper locations
- Reset all event kits to par status post event
- Be aware of and participate in inventory of all equipment and disposables
- Communicate inventory or breakage to direct
- Maintain order and cleanliness of warehouse
- Empty warehouse garbage, compost, recycling etc...
- Drive, gas, and clean vehicles as directed
- Stock tasting room with service ware
- Maintain delicate equipment by handling with care
- Ensure all equipment going onsite is in good working order and great condition
- Receive, cross check, and sign for operational deliveries

- Awareness of “where things are”
- Act as Headquarters MOD or ERS as scheduled by the Warehouse Supervisor.
- Facilitate equipment pre-drop and pick up at event sites
- Assist other departments as directed

JOB REQUIREMENTS

- Valid Driver’s License
- Knowledge and experience in events and/ or service
- Ability to Multi-task and complete a task list with minimal direction
- Be punctual for scheduled shifts and efficient with tasks
- Available to work a flexible schedule that includes evenings and weekends
- Ability to see larger scope of duties / big picture
- Ability to lift 50 pounds, use ladders, and be on your feet for 8 hours at a time

COMMUNICATION

- Present a professional, positive attitude among co-workers and clients
- Attend meetings as scheduled by direct
- Use email and Slack (as needed) to communicate with all departments
- Keep all Chowgirls information confidential including internal documents, policies, procedures, recipes and customer information

CODE OF CONDUCT

- Maintain employee privacy at all times.
- Maintain General knowledge of Chowgirls history, values, vision, etc.
- Always promote Chowgirls in a positive light at the office and in the community.

Warehouse Staff persons agree that Chowgirls information — including, but not limited to, recipes, policies, vendor lists, venue lists, and clients lists — are considered confidential and under no circumstances will be shared or distributed outside of the company during or after employment at Chowgirls, Inc.

This position is an at-will position, meaning employee or employer may sever the relationship at any time for any reason.

Warehouse Staff Signature *Date*

Director of Operations Signature *Date*