



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 **WAREHOUSE MANAGER**.

EQUIPMENT / WAREHOUSE

- Become familiar with all equipment-related aspects of each event.
- Become 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 report.
- 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 as scheduled by the Warehouse Manager.

- 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 report
- 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