



EVENT DELIVERY & VEHICLE CHAMPION

PARTYMAN CATERING CORE VALUES

Happiness | Respect | Teamwork | Success | Passion | Relationships

SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values
- Customer service-focused
- Handles a fast-paced work environment
- Great problem solving and adaptability skills
- Exceptional verbal communication and leadership skills, including; writing, speaking, and interpersonal skills

JOB DESCRIPTION

The Event Delivery & Vehicle Champion reports to the Warehouse Supervisor. They are responsible for event loading and delivery each week. They also help to train team members on the best practices for loading and unloading event materials. The Warehouse Supervisor works closely with the Event Delivery & Vehicle Champion to make sure the Partyman fleet is well maintained and kept in good condition. This position will work closely with the Event Logistics Coordinator regarding event delivery schedules and plans, alongside any Gatherer 2's who will assist in the loading process.

PRIMARY DUTIES & RESPONSIBILITIES

Deliveries

- Pre-event loading and deliveries - everything before and after the event.
 - Perform Saturday deliveries, bar deliveries, and last minute deliveries when necessary.
- Perform event setup and breakdown, including but not limited to: loading, unloading, and possible late night venue equipment pick-ups.
 - Assist with catering areas and dining room setups.
- Provide "during event support" which includes general food handling, deliveries, breakdowns, and drop-offs.
- Keep the hard rentals area organized and clean.
- Pick-up, deliver, and setup sub-rented equipment, and return them after events.

Vehicles

- Perform company vehicle road tests for all employees.
- Ability to drive box trucks and other Partyman vehicles.
- Follow and train best practices for safety.

- Consistent maintenance of the Partyman vehicle fleet - following calendar to perform regular inspections, maintenance, fueling, washing, and reporting things needing repairs to the Warehouse Supervisor.
- Picking up rental vehicles and returning them after the events.

Equipment

- Accurately handle all catering equipment, decor, and props to avoid breakage.

OCCASIONAL OTHER DUTIES MAY INCLUDE

- Building and grounds support, post-event bar breakdowns, gathering, dishes, minor kitchen prep, cleaning, odd jobs, etc.

JOB REQUIREMENTS

Education

- High School diploma or GED.

Experience

- Moving experience is a plus, but not required.
- Knowledge of and experience with power tools is preferred.
- Ability to drive larger vehicles, a CDL license is a plus.

Skills

- Critical thinking.
- Familiarity with Mac OS.

Physical

- Ability to lift up to 50 lbs frequently and independently.
- Safely lift 100 lbs occasionally working with another team member.

Other

- Valid driver's license.

SCHEDULE REQUIREMENTS

- Days vary between Sunday-Saturday with hours ranging from 8am - 4pm shifts during the week and 7am - 3pm/6pm - 12am shifts on event days.
- Schedule will fluctuate seasonally and based on event bookings.
- Occasional holiday availability.

COMPENSATION

Pay

- Range from \$13.50-\$16.00/hour, based on experience.
- Non-exempt and hourly.

Benefits

- New employees will receive a Partyman Catering t-shirt that should be worn on event days for setup.

COMPANY CULTURE

- Monthly team building events, team lunch, and Cheers & Chill.
- Reward milestones.
- Employee scholarship.

EMPLOYEE REVIEWS

- First review to occur 30-60 days after employment inception.
- Thereafter every six months during the Nov/Dec time period and Jul/Aug time period.
- Improvement plans and interventions as needed.