



WAREHOUSE GATHERER 2

PARTYMAN CATERING CORE VALUES

Happiness | Respect | Teamwork | Success | Passion | Relationships

SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values
- Event-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

Gatherer 2's report to the Warehouse Coordinator, fulfilling delegated administrative tasks. Gatherer 2's are leadership role models and train Gatherer 1's. In this position, along with the duties required of a Gatherer 1, they are expected to handle more administrative duties and event-day expediting.

PRIMARY DUTIES & RESPONSIBILITIES

- Assist the Warehouse Coordinator with the production of Warehouse Event Paperwork, such as:
 - o Gathering sheets
 - o Event checklists
 - o Transfer item documentation
- Help come up with daily and weekly team tasks.
- Assist with training incoming Gatherer 1's and stand as a constant guide.
- Perform weekly/monthly/quarterly warehouse inventories for accurate ordering needs.
 - o Get counts on coolers, tables, chafers, etc. after busy weekends.
- Create order lists regarding, but, not limited to linens, disposables, etc.
- Work with Event Delivery & Vehicle Champion on load days.
- Communicate with Kitchen Staff and the Sales Team regarding event specifics and invoice questions when necessary.
- Perform Event Day Expo duties and execute transfer items in a prompt and focused manner.
- Report to the Warehouse Coordinator with action items, warehouse progress reports, and any feedback.
- Assist in daily Warehouse clean-up procedures.

OCCASIONAL OTHER DUTIES MAY INCLUDE

- Support other departments where needed.

JOB REQUIREMENTS

Education

- High School Diploma or GED.

Experience

- Experience working in a warehouse is preferred but not required.

Skills

- Capable of performing all tasks required of Gatherer 1.
- Time management.
- Critical thinking.
- Attention to detail.
- Basic computer skills, Mac OS familiarity is a plus.

Physical

- Ability to sit, stand, or walk for extended periods.
- Ability to lift up to 25 lbs frequently and independently.
- Safely lift 50 lbs occasionally working with another team member.

Other

- Driver's license and/or reliable transportation to work.

SCHEDULE REQUIREMENTS

- Days vary between Sunday-Saturday with hours ranging from 8am - 4pm shifts during the week and 9am - 5pm/6pm - 12am shifts on event days.
- 40 hours with the opportunity for overtime at the height of the busy season.
- Schedule will fluctuate seasonally and based on event bookings.
- Occasional holiday availability.

COMPENSATION

Pay

- Range from \$15.50-\$17.00/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.