



WAREHOUSE ASSOCIATE

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

Warehouse Associates report to the Warehouse Coordinator, fulfilling delegated administrative tasks and working in the Warehouse. Warehouse Associates are leadership role models and train Warehouse Packers. In this position, along with the administrative duties and event-day expediting, they are also packing and loading Catered Event Equipment and Totes.

PRIMARY DUTIES & RESPONSIBILITIES

- Assist the Warehouse Coordinator with the production of Warehouse Event Paperwork, such as:
 - Event Pack Lists
 - Event Checklists
 - Warehouse Inventories
 - Create order lists regarding, but, not limited to linens, disposables, etc.
- Help come up with daily and weekly team tasks.
- Train incoming Warehouse Packers and routinely pack alongside them.
- Perform Event Day Expo Duties which include, but are not limited to:
 - Directing groups of Event Servers before and after events
 - Loading and unloading Event Food/Equipment
- Work with the Event Coordinator on load days, including but not limited to:
 - Driving rental vehicles - Cargo Vans, Small Box Trucks, Minivans, etc.
 - Loading coolers, tables, totes, and other Event-Specific items.
- Ensure all Warehouse Packers are following warehouse safety procedures.
- Communicate with Kitchen Staff and the Sales Team regarding event specifics and invoice questions when necessary.
- 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 when needed.

JOB REQUIREMENTS

Education

- High School Diploma or GED.

Experience

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

Skills

- 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 with another team member.

Other

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

SCHEDULE REQUIREMENTS

- Warehouse Associate is Part-Time or Full-Time position.
- Saturday and Sunday availability is required.
- Weekday 8-hour shifts vary between 8am-4pm/1pm-8pm and Event Days vary between 9am - 5pm/6pm - 12am.
- Opportunities 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 \$15.25-\$17.50/hour, based on experience.
- Cross-Training raises are available once fully trained.
- Observed Holiday Pay.
- Non-exempt and hourly.

Benefits

- Age 18+ qualify for 4% retirement match in IRA
- At an average of 30 hours per week, Medical Benefits are offered

COMPANY CULTURE

- Monthly team building events, team lunch, and "Cheers & Chill".
- Reward milestones.
- Employee scholarship.
- New employees will receive a Partyman Catering t-shirt

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.