



WAREHOUSE PACKER

PARTYMAN CATERING CORE VALUES

Happiness | Respect | Teamwork | Success | Passion | Relationships

SKILLS FOR SUCCESS

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

JOB DESCRIPTION

Warehouse Packer is an entry-level position. Warehouse Packers report to the Warehouse Coordinator. Alongside Warehouse Associates, they pack all Catered Event Equipment and Totes. A Warehouse Packer is responsible for keeping the warehouse clean, organized, and safe while following the direction of the Warehouse Coordinator.

PRIMARY DUTIES & RESPONSIBILITIES

- Accurately and efficiently follow the provided Catered Event Pack Lists given on a daily/weekly basis.
- 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.
- Report any breakage, missing Catering Equipment, or technical/performance issues to the Warehouse Coordinator.
- Maintain the organization and cleanliness of the Warehouse, the Catering Equipment within the Warehouse, and other areas including, but not limited to:
 - Employee Room
 - Bathrooms
 - Craft Room
- Make bags of ice to fill the freezer.
- Follow all warehouse safety procedures.
- Have knowledge of warehouse locations, proper equipment storing, and general inventories.
- Work with kitchen and sales staff when necessary.
- Perform all 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

- Critical thinking.
- 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

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

SCHEDULE REQUIREMENTS

- Schedule may fluctuate seasonally and based on event bookings.
- Weekend availability is a must.
- Peak-season (May - Nov): Full-time hours of up to 50+, with the goal of 40hrs average.
- Off-season (Dec - Apr): Full-time hours of approximately 40hrs.

COMPENSATION

Pay

- Range starting at \$14.20-15.50, based on experience.

Benefits

- 50% health, dental, and vision coverage reimbursement of a single plan.
- Up to 4% 401k retirement match.
- NYS Paid Sick Leave.
- Paid holidays.

COMPANY CULTURE

- Monthly team building events, team lunches, and Cheers & Chill.
- Milestone and anniversary rewards.
- Employee scholarship opportunities.

EMPLOYEE REVIEWS

- New Hire Check-in to occur 30-60 days after employment inception.
- Thereafter, reviews occur annually during the Nov/Dec time period.
- Improvement plans and interventions as needed.