

**PartySavvy**  
**4315 Old Wm. Penn Highway**  
**Monroeville, PA 15146**  
**412-856-8368**

**Delivery, Tent Installation, & Warehouse Crew**

**Nature of the work**

This position involves the delivery/pickup of a variety of party/event rental equipment to sites around Western, PA, generally within a 50 mile radius of our store. You will assist with the installation and removal of party tents of all sizes, as well as staging, dance floors, tables, chairs, lighting, heating, etc. You will also assist with the loading and unloading of trucks, in the warehouse as well as on site, and will also be involved in the cleaning and maintenance of rental equipment following pickup or customer return. Must service customers in a polite, friendly, and professional manner.

**Position Tasks & Activities**

- Assist with loading and unloading of trucks at our warehouse and at delivery sites.
- Assist with the setup and removal of tents and other equipment at delivery sites.
- Prep equipment, if necessary, prior to loading.
- Provide assistance to driver when parking/backing up delivery truck.
- Assist driver with driving directions; must be able to read a map and clearly communicate directions to the driver.
- Double check delivered items to make sure customer receives exactly what was ordered.
- Accept duties of delivery driver in his absence.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Assist with the cleaning/maintenance of rental equipment in the warehouse.
- Assist with cleaning and maintenance of building and grounds as needed.
- Assist with cleaning and maintenance of delivery vehicles as needed.
- Perform other duties as requested.

**Working Conditions**

Will be exposed to the general range of weather experienced in the area, with the exception of time spent in the warehouse loading or unloading, and drive time. Some work areas may not be heated or air conditioned.

## **Education, Skills, & Requirements**

- High school diploma preferred, but not required
- Must be able to lift and hold approximately 80 lbs.
- Must maintain a professional personal appearance.
- Must possess good customer relations skills.
- Must have and maintain a valid driver's license with minimal points.
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written and oral form, in English.
- Must maintain an acceptable attendance record
- Must maintain a cooperative working relationship with co-workers.

## **Qualities**

- Friendly, outgoing personality
- Cooperative – works well with others
- High standards
- Self starter / shows initiative
- Reliable / Punctual

## **Reports to**

Operations Manager

## **Schedule**

Our showroom hours are Monday – Friday from 9 AM – 5 PM, and Saturdays from 9 AM – Noon (Closed Saturdays November through April). Delivery and warehouse hours vary according to the time of the year. We sometimes start before the store opens, and work after the store closes. In season, we work every Saturday and some Sundays. Work schedules vary according to the time of year, and our work load. Overtime is mandatory. Off season hours will generally fall between 35 and 40 hours per week. In season hours will generally fall between 40 and 60 hours per week.

This Job Description is a general overview of some of the tasks that our delivery/warehouse staff will be doing at PartySavvy. This document is not meant to be an offer of employment, or a contract. It is a guide to assist the applicant.