

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

## ***Summer Jobs***

### **Delivery – Tent Installation – Warehouse**

We are accepting applications for summer positions in our delivery department. Work is available May through September. Most of our summer workers are students; many of them return to work each summer while they are attending college.

#### **Nature of the work**

This position involves working with our full-time crews on the delivery/pickup of party/event rental equipment. You will assist with the installation and removal of party tents of all sizes, as well as staging, dance floors, tables, chairs, 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. All employees must service customers in a polite, friendly, and professional manner.

#### **Partial Job Description**

- 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.
- 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 of delivery vehicles as needed.
- Perform other duties as requested.

#### **Working Conditions**

You 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.

(over)

## **Needed Skills / Qualities**

- Friendly, outgoing personality
- Be a self-starter / show initiative
- Have the ability to work on your own as well as with others.
- Be physically able to do a lot of heavy lifting. Installing tents, staging, dance floors, etc., requires strength.
- Have high standards and take pride in your work.
- Must maintain a professional personal appearance.
- Must have a full range of motion and dexterity.
- Must be reliable and punctual.
- Must maintain an acceptable attendance record
- Must maintain a cooperative working relationship with co-workers.

## **Schedule**

Our showroom hours are Monday – Friday from 9 AM – 5 PM, and Saturdays from 9 AM – Noon during the months of June, July, and August. 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 most Saturday and some Sundays. Work schedules vary according to the time of year, and our work load. Overtime is mandatory. Hours per week will generally range from 35 – 50.

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.