



## WAREHOUSE ASSOCIATE

**Your Party & Event Center** is NOW HIRING for our busy 2017 season!

**FULL TIME and SEASONAL positions available.**

Must be flexible to work weekends and evenings or split shift.

We are actively seeking hard-working, enthusiastic candidates for our **WAREHOUSE ASSOCIATE** positions.

\* IMMEDIATE HIRE FOR QUALIFIED CANDIDATES.\*

APPLY TODAY TO JOIN OUR TEAM! [Click here for application.](#)

Submit application to [info@yourpartycenter.com](mailto:info@yourpartycenter.com).

### **Warehouse Position – Camas, WA**

Job Description

#### GENERAL PURPOSE OF THE JOB

Cleans and sanitizes all rental equipment meeting ready-to-rent quality standards. Inspects returned equipment for damages, repairs equipment or tags and notifies supervisor of damaged equipment. According to the customer contract, pulls ready-to-rent equipment and places in the correct staging area for delivery. This position will also assist with other warehouse and logistic duties as instructed by management.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, cleans and maintains equipment as specified by manufacturer and company procedures and quality standards.
- Wraps and packages equipment according to company procedures and quality standards.
- Returns cleaned, wrapped and packaged equipment to the appropriate storage area.
- According to the Customer's order, pulls and moves equipment to proper staging area for delivery. Performs quality checks on all equipment ensuring accurate counts and equipment is functioning properly.
- Performs all standard safety checks prior to sending equipment out for delivery.
- Assists with accurate loading rental equipment into trucks ensuring that rental equipment is properly loaded and secure to reduce breakage.
- Unloads used rental equipment at company's warehouse, returning equipment to the

correct inspection area or storage area.

- Checks and logs returned equipment according to company procedures.
- Logs broken, damaged, and missing equipment and turns report into supervisor daily.
- Keeps work area neat and orderly at all times.
- Reports safety violations to supervisor.
- Adheres to all company policies, procedures, rules and regulations in written or verbal form.
- Complies with company and government safety requirements (including the correct use of Personal Protective Equipment) and other regulations.
- Attends department, location and safety meetings.

#### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### JOB SPECIFICATIONS

The job specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

The physical demands of the position require the employee to:

- Regularly remain in a stationary position, move and traverse to other work areas, ascend/descend ladders, and position self to clean and repair equipment at heights of floor to 6 feet.
- Regularly carrying, stacking and unstacking of equipment, carrying and moving equipment to the appropriate storage area, and loading and unloading equipment onto hand trucks, lifts, dollies, forklifts and and/or trucks.