



POSITION DUTY DESCRIPTION: CREW MEMBER

General Overview of the Position:

A Crew Member's first responsibility is to follow the rules, guidelines and procedures as outlined in the Camelot Employee Handbook and other such forms that govern Camelot Party Rentals Inc.

A Crew Member carries out the goals and objectives set by their supervisor for the daily completion of the tasks necessary to fulfill customer orders in a timely, efficient, safe and accurate manner.

Nature of the Work:

A Crew Member assists in the various warehouse and delivery functions as assigned. Maintaining equipment, order preparation, assisting with deliveries and pick-ups and equipment installation are some of the various tasks a Crew Member will be asked to perform. The work can be physically demanding as a Crew Member will be involved in the maintenance, preparation, loading, unloading, installation and storage of equipment.

Working Conditions:

Work will be conducted indoors in a general warehouse environment and outdoors. Some indoor areas may not be heated or air conditioned and outdoor work will be subject to the general range of weather experienced in this area. This position may be in constant contact with co-workers and customers. May have exposure to chemicals, including, but not limited to, gasoline, diesel, propane and cleaning solvents. Significant amounts of walking, standing, stooping, crouching, bending, lifting, lowering, reaching, twisting, pulling, pushing, carting and carrying are intermittent tasks that routinely occur. Tools specific to a function and electrical devices may be used in the fulfillment of tasks.

Education, Skills & Requirements of the Position:

- Properly filled application for employment.
- Must provide and maintain appropriate I-9 form.
- Valid Social Security Card.
- Must be able to lift approximately 70 lbs.
- Must have full range of motion and dexterity.
- Must have steel-toed boots or shoes.
- Experience in warehouse or delivery operations is an asset but not a necessity.
- Must be able to assist and serve customers in a positive manner.
- Must be able to maintain a co-operative relationship with co-workers, management and other such parties.
- Ability and willingness to work a flexible schedule.
- Ability to use, employ and understand basic mathematical processes (addition, subtraction, multiplication, division, ratios) and have a basic understanding of geometry and reasoning skills.
- Ability to understand, follow and complete instructions in written, oral or scheduled form.
- Must be able to communicate in English and write legibly. The ability to speak other languages is considered an asset.
- Must be willing to be trained to use basic and common electronic equipment such as cell phones, inventory devices and computers. You will be trained to use any rental computer programs that are necessary to complete your duties.
- Must be willing to be trained to safely use tools or machinery necessary for the completion of job specific tasks.
- Must maintain an appropriate personal appearance per the uniform and appearance code as described in the Camelot Employee Handbook.
- Must maintain an acceptable attendance record.

Position Tasks, Duties & Responsibilities:

-Performs daily tasks as assigned by the Operations Manager such as equipment maintenance, preparation and restocking, assistance with deliveries and pick-ups and / or customer pick-ups and returns (including loading and unloading of vehicles), and equipment installation (including, but not limited to, tenting, staging, dance floors, tables and chairs).

-Will report to appropriate Supervisor (Logistic Supervisor ,Foreman Supervisor , Warehouse Supervisor or Assistant) when assigned to that department.

-Assist and defer to Delivery Driver when delivering or picking-up equipment.

-Works with warehouse and operational personnel to make sure equipment is maintained, prepared and ready to fulfill customer orders by the proper methods and procedures of the company.

-Count equipment per company policy and procedure.

-Inspect equipment according to company policy and procedure.

-Safely secure loads in vehicles according to company policy and procedure.

-Properly fill out and return customer order forms to supervisor per company procedure and note any issues with the order that may affect it's proper fulfillment or if there is any breakage or missing items.

-Notify appropriate supervisor if there are issues with counts, correct preparation, load stability, broken or missing equipment as discovered.

-Notify supervisor of problems with tools or equipment and / or the need of tools or cleaning supplies to complete a task.

-Assist in the cleaning and maintenance of the dock, warehouse and company vehicles.

-Assist in taking inventory of equipment.

-Attend all required department, company, or other such arranged or necessary meetings.

-Follow all safety rules and report all safety violations.

-Adhere to and maintain all company policies, procedures, rules and standards.

-Other duties as requested.

Reports To:

Operation Manager

Foreman Supervisor

Logistic Supervisor

Warehouse Supervisor or assistant

Camelot Party Rentals Inc. is committed to equal employment opportunity for all applicants and employees regardless of race, color, sex, religion, age, national origin, ancestry or any other condition made unlawful by federal, state or local laws in hiring or promotion.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Camelot will make reasonable accommodations for the known limitations of that individual unless undue hardship would result to the company.

This form nor any other work rule, policy or procedure, written or oral, constitutes a contract of employment. No statement, rule, policy or procedure on this form or otherwise is intended to be an expressed or implied promise, guarantee or commitment with regard to the duration or term of employment, wages, benefits or any other term or condition of employment. Employment at Camelot is at-will and may be terminated, with or without cause and / or notice at anytime. No Manager, Supervisor or employee other than the President or General Manager has the authority to enter into any agreement for employment for a specified period of time or to make any agreement for employment other than at-will. Camelot reserves the right, in its sole judgement to add, delete, supplement, change or modify anything on this form or any other handbook, work rule, policy or procedure at anytime without notice.