



Warehouse Associate

General Overview of the Position:

A Warehouse Associate first responsibility is to follow the rules, guidelines and procedures as outlines in the Camelot Employee Handbook and other such forms that govern Camelot Party Rentals INC. The Warehouse member carries out the goals and objectives set by their supervisor for the daily completion of the tasks necessary to fulfill customers' orders in a timely, efficient, safe and accurate manner.

Nature of the Work:

A Warehouse Associate will assist in the various warehouse and delivery functions as assigned. Maintaining equipment, order preparation, cleaning and maintaining incoming and out coming orders are some of the various task a warehouse associate will be asked to perform.

Working Conditions:

Work will be conducted indoors in a general warehouse environment. Some indoor area may not be headed or air conditioned and will be subject to the general range of weather experiences in this area. 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 fill application for employment
- Must provide and maintain appropriate I-9 form.
- Valid Social Security Card
- Must be able to lift 50 lbs.
- Must have full range of motion and dexterity.
- Must have steel-toe boots or shoes.
- 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, ratio) and have a basic understanding.
- 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 computers 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 jobs specific tasks.

-Must maintain an appropriate personal appearance per the uniform and appearance code described in Camelot Employee Handbook.

-Must maintain an acceptable attendance record.

Position Tasks, Duties & Responsibilities:

-Perform daily tasks as assigned by the Operation Manager such as equipment maintenance, preparation and restocking, assistance with deliveries and pick-ups and/or customers pick-ups and returns (including loading and unloading of vehicles).

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

Works with Warehouse and operational personnel to make sure the equipment is maintained, prepared and ready to fulfill customers' orders by the proper methods and procedures.

-Inspect equipment according to company policy and procedure.

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

-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.

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 law 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 under hardship would result to the company.

This form nor any other work rule, policy or procedure, written or oral, constitutes a contract or employment. No statement, rule, policy or procedure on this form or otherwise in 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 or employment.

Employment at Camelot is at will and may be terminated with or without cause and/or notice at any time.