



Midway Business Center  
1971 Midway Lane, Suite E  
Bellingham, WA 98226  
360.393.3654  
info@bellinghameventrentals.com  
www.bellinghameventrentals.com

## **Party Rental Delivery Driver & Warehouse Maintenance Specialist (Part-Time)** *with opportunity to become full-time staff*

### **About Bellingham Wedding & Event Rentals:**

Bellingham Wedding & Event Rentals is a team of professionals providing party rental equipment for weddings, events, private parties, corporate parties, non-profit organizations, and all kinds of other events, large or small. Our busiest season is from June to September; therefore, this individual must be able to commit to working all scheduled shifts through our busy season, including Fridays, Saturdays, Sundays as well as late-evening/night shifts. The months of June to September will be on average about 25 hours a week, and all other months will be on average about 15 hours a week. We're looking for a self-driven, responsible, reliable, punctual, energetic and detail-oriented individual to join our team as a key player in our small, local, family-run business.

This individual will be responsible for loading, transporting and delivering multiple rental orders; as well as the maintenance and repair of rental equipment and inventory. This job will require you to perform an array of functions that include coordinating delivery efforts according to load sheets and delivery schedules; assisting customers with loading and unloading orders into their vehicles; receiving, processing and cleaning incoming rental inventory; filling rental orders; and, managing, organizing and maintaining warehouse, trucking and product-related inventory.

### **JOB SKILLS / REQUIREMENTS:**

Previous experience as a delivery driver or warehouse crew member is an asset. Training will teach you everything you need to know to succeed on the job. These are some skills and requirements you should meet before applying:

- Must be at least 21 years of age (as driving is required for the position)
- Clean driving record (insurable 2-year driving history) and a valid driver's license
- Flexible schedule – Fridays, Saturdays, and Sundays and flexibility to work odd hours, including late evening and night shifts
- Possess dependable cellular phone with internet access and text capability
- Knowledge of the driving area (Whatcom and Skagit County) or keen sense of direction with ability to effectively use GPS
- Must have reliable transportation
- Ability to lift heavy equipment 75+ lbs. frequently
- Ability to handle physical workload, lift, carry and load heavy items
- Proficient in using and operating hand tools, power tools, and other equipment and machines
- Must have some handyman knowledge
- Basic math skills
- Punctual and reliable – must report on-time for all scheduled shifts
- Strong work ethic with minimal supervision – work hard quickly and efficiently, independently
- Desire to work independently and as part of a team
- Attention to detail with strong organizational skills
- Friendly demeanor
- Excellent customer service skills
- Good verbal communication skills
- Enthusiasm for learning
- Show respect for policies and procedures
- Follow directions provided by your supervisor and manager
- Dress the part: a uniform will be provided – we ask that you keep it clean
- Good hygienic practices as you will be the face of the brand, representing our company, and meeting our clients while providing the highest-quality customer service to our clients

**KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

***Delivery Driver:***

- Responsible for coordinating delivery efforts according to load sheets and delivery schedules
- Loading and unloading heavy equipment – Lifting 75+ lbs. frequently
- Providing delivery and pick-up services in Whatcom County and Skagit County areas
- Operating a 14-foot box truck with automatic transmission, which does not require a CDL
- Providing the highest-quality customer service to our clients, while representing our brand
- Maintaining safety standards at all times, while adhering to our policies and procedures
- Routinely checking vehicle; tracks and maintains maintenance logs for company vehicle

***Warehouse Maintenance Specialist:***

- Receiving and maintaining rental inventory including cleaning, inspecting, repairing, storing and organizing inventory
- Maintaining rental inventory including painting, refinishing and performing any necessary maintenance to inventory requiring repairs
- Examining worn or damaged rental inventory to determine extent of repairs required, then performs those necessary repairs
- Maintaining a safe and clean work environment by keeping shelves, workstation, and warehouse neat; sweep, dust and mop
- Organize warehouse and work area for orderliness at all times
- Maintain a consistent quality and quantity in work produced

**PHYSICAL DEMANDS AND ABILITIES:**

- Frequently required to stand, walk, bend, stoop, kneel, crouch or crawl
- Occasionally required to climb and/or balance steps and ladders
- Frequently standing and moving about on foot to accomplish tasks for entire work shift
- Regularly lift and/or move objects 10-75 lbs. occasionally lift and/or move objects that weigh more than 100 lbs.
- Manual dexterity, overall coordination and good balance are required
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus
- Mental alertness is necessary to ensure safe and accurate completion of work activities
- Ability to learn proper inventory fulfilling procedures, and safe operating techniques of commercial equipment
- Physical presence at the job site is essential to perform job duties

**QUALIFICATIONS:**

High school Diploma or GED. Associate Degree and/or one-year related experience preferred.

Bellingham Wedding & Event Rentals conducts drug screening, background checks and MVR checks as a condition of employment.

Job Type: Part-Time (with opportunity of becoming full-time)

Wage: DOE

Additional Compensation: Tips, Bonuses, Paid minimum of 2-hrs

Working days: Thursday, Friday, Saturday, Sunday, Monday, and other odd days/times of the week

Working times: Shift hours depend on client delivery and pickup times

Hours per week during busy season: 25

Hours per week during off season: 15

**Apply in person:**

Midway Business Center

1971 Midway Lane, Suite E

Bellingham, WA 98226

Mondays AND Fridays from 10am to 5pm

**Apply by email:**

info@bellinghameventrentals.com

Please ensure you meet all criteria before applying for this position. Please submit application form, resume and cover letter to be considered for this position.