



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

## **Party Rental Warehouse Prep Extraordinaire (Part-Time/Seasonal)** *with opportunity to become regular part-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 some odd days/hours. The months of June to September will be part-time hours (on average about 20-25 hours a week), and all other months will be seasonal hours (on average about 15 hours a week). This is a minimum 6-month seasonal position with an opportunity to become a regular part-time staff member.

We are seeking a skilled and experienced warehouse prep associate to carry out various tasks in our busy rental warehouse. This associate is responsible for the accurate prepping, counting, cleaning and restocking of rental linens and inventory to ensure client orders are fulfilled and inventory is restocked and prepared to be sent out for the next client orders. We're looking for a motivated, organized, hardworking, and reliable individual to coordinate the logistical support for the warehouse. If you're interested in working in the wedding and event industry and can work effectively without close supervision, apply to join our team!

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

Previous experience in a warehouse, hospitality, housekeeping, laundry, and/or supervisory experience or similar environment 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 18 years of age
- Possess dependable cellular phone with internet access and text capability
- Must have reliable transportation
- Flexible schedule
- Ability to maintain regular and punctual attendance – must report on-time for all scheduled shifts
- Ability to handle physical workload, lift, carry and load heavy items
- Proficient in using and operating equipment and machines
- Basic math skills
- Time management skills
- Strong accuracy, strong organizational skills and attention to detail required
- Strong work ethic with minimal supervision – work hard quickly and efficiently, independently
- Desire to work independently and as part of a team
- Friendly demeanor
- Excellent customer service skills
- Enthusiasm for learning
- Show respect for policies and procedures
- Follow directions provided by your supervisor and manager
- Communication skills with the ability to quickly and effectively communicate issues and report to manager

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

- Responsible for efficiently handling the complete fulfillment of all rental orders
- Responsible for coordinating and prioritizing weekly schedule for successfully fulfilling rental order deadlines
- Daily task of laundry including the safe operation of commercial laundry equipment
- Managing soiled laundry – Sorting, washing, drying, folding, pressing linens and laundry
- Prepping, counting, packing, and arranging rental inventory and equipment orders for out-bound

- Receiving, unloading and checking-in in-bound rental inventory and equipment orders
- Inspecting, cleaning, storing and organizing rental inventory and equipment
- Assisting in loading and unloading rental orders into customer vehicles
- Physical ability to perform manual work associated with warehouse duties including lifting 25 lbs. and occasionally up to 50 lbs.
- Physical ability to work in the warehouse for extended periods of time
- Managing, organizing and maintaining warehouse duties
- Cross training and working in various areas of the facility
- Ability to perform tasks well under pressure, maintain accuracy of rental orders and meet deadlines
- Work cooperatively and communicate in a positive manner with the manager and customers
- Follow company procedures; ensure safe work environment
- Maintaining a safe, clean and organized work environment by keeping workstation, shelves, and warehouse neat; sweep, dust and mop
- Responsible for performing all job duties with honesty and integrity
- 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
- Reach/extend arms and hands above shoulder height frequently
- Ability to regularly lift, reach, carry, push and/or move objects 10-25 lbs.
- Manual dexterity, overall coordination and good balance are required.
- 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 including washer, dryer, dishwasher and press machine
- 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 and background checks as a condition of employment.

Job Type: Part-Time/Seasonal with opportunity to become regular part-time staff

Wage: DOE

Working days: Mon-Fri and other odd days/hours

Hours per week during busy season: 20-25

Hours per week during off season: 15

**Apply in person:**

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1971 Midway Lane, Suite E

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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.