



river city events

RENTALS. PLANNING. DESIGN.

▪ **DISHWASHING ATTENDANT JOB DESCRIPTION**

TITLE

- **Dishwashing Attendant**

REPORTS TO

- **Warehouse Supervisor, Client Services Staging Coordinator & Director of Operations**

RIVER CITY EVENTS PHILOSOPHY

RIVER CITY EVENTS...

Personalized Service. Exceptional Products. Competitive Pricing.

Established in 2007, this growing and developing company supplies event products and services of the highest quality at competitive prices, thereby ensuring the success and stability of our operation. Since achieving this objective represents a true measure of how well we do our jobs, both collectively and individually, we will continually challenge every employee to become involved and actively participate in attaining this common goal for the utmost satisfaction for our clients.

River City Events recognizes employees as individuals with different interests, abilities, needs, and values. We will provide a positive environment which respects this individuality and provides meaningful opportunities for personal development and satisfaction.

POSITION SUMMARY

River City Events Dishwashing Attendant will encompass an energetic, positive and motivated work ethic. The role of the Dishwashing Attendant is to provide efficient and effective cleaning of all rental related equipment, utensils, dishware, glassware and pots, etc., and to maintain the dishwashing area ensuring cleanliness and tidiness.

Ability to assist with receiving and shipping of equipment which heavy lifting may be required. The Dishwashing Attendant must be capable of working effectively both unsupervised and within a team environment. The Dishwasher will be responsible for providing clients and employees with the highest quality of clean and sanitized utensils, dishes, glassware, pots, pans and rental equipment.

Receiving and staging of orders/equipment is also required which will work hand in hand for the prompt and accurate assembly of rental/customer orders based on a strong knowledge of River City Events product and product availability. This individual will load/unload shipments of incoming supplies and prepare shipments for the loading facilities ensuring safe work policies and procedures and maintain a clean and organized environment. Other duties will be assigned as necessary.

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CORE COMPETENCIES

Customer Focus

- Ensures & maintains the utmost of client satisfaction with the product & services offered by the organization.

Communication

- Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is understood, creating a positive first impression with confidence and respect.

Energy and Stress

- Consistently demonstrates high level of drive, infectious to the environment and preserves effectiveness, drive and focus for extended periods, while maintaining composure in highly stressful or adverse situations.

Team Work

- Promotes cooperation and commitment with the team towards the attainment of common goals. Gets others excited about and committed to furthering the organization's objectives. Enables cooperative and productive group interactions.

Quality Orientation

- Completes tasks keeping in mind all aspects involved regardless of magnitude, checks tasks and processes while having attention to details.

Problem Solving

- Resolves difficult and complicated challenges.

Accountability and Dependability

- Takes personal responsibility for the quality and timeliness of work and achieves results with no oversight, including following guidelines, standards regulations and principles.

Ethics and Integrity

- Earns the trust and respect of others through consistent honesty and professionalism in all interactions. Diplomatically handles challenging or tense interpersonal situations.

TEAM MEMBERS WILL REQUIRE

- Strong work ethic with professional and positive team attitude.
- Desire to be an active part of a dynamic, fast-paced environment.
- Packing/staging/shipping and receiving experience a definite asset.
- Ability to interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to perform repetitive moderate/heavy lifting.
- Basic mathematical skills.
- Able to work efficiently as a part of a team as well as independently.
- Good organizational, time management and prioritization skills with attention to detail.
- WHIMIS certificate considered an asset.
- Ability to communicate effectively both verbally and in writing.
- Dishwashing/cleaning experience considered an asset.

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JOB DUTIES

- Check all orders containing rental equipment pertaining to dishwashing department prior to the order being sent out and upon return ensuring accuracy of counts for all orders.
- Pack all orders safely & securely ensuring they are received to the client intact.
- Pre-soak cutlery, coffee cups, etc. in solution and load them into the dishwasher for cleaning.
- Ensure that all dishes, pots, pans and cutlery, equipment, etc. are clean and sanitized.
- Use proper chemicals to sanitize items.
- Wash all equipment as per cleaning schedule/demands.
- Keep the dishwashing area floors swept, cleaned and washed at all times.
- Clean, assemble/sort/return rental ready equipment according to predetermined sequence such as size, type, style, color, or product code on applicable pallets or shelves, or relocate orders to a holding area or shipping department.
- Set up dish machine in the AM/close down machine in the PM according to company procedures.
- Keep sanitation/solution/dishwashing chemicals up to company codes at all times.
- Keep immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action taken.
- Maintain documents, files and records (e.g. tracking equipment transfer forms, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Assist with shipping and receiving, checking in merchandise/equipment, matching purchase orders to sales orders and distributing to client services associates for processing.
- Stamp/engrave/mark new equipment with identifying information using appropriate method or as required.
- Accurately receive/record amounts of materials or items received or distributed.
- Weigh and count items for distribution within warehouse to ensure conformance to standards.
- Ensure receiving areas are accessible and safe for team member and customer traffic.
- Participate in the shipping, receiving, organizing, storing and issuing of goods including supplies, equipment for the purpose of assuring shipments are prepared for delivery/pick-up in a timely manner as required.
- Prepare orders by either pulling from stock or securing for the purpose of shipping/delivery requirements.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Organize/clean dishwasher/warehouse and work area/equipment for orderliness at all times.
- Maintain a favorable working relationship with all other company employees and guests to foster and promote a working environment that maximizes morale, productivity and efficiency.
- Respond to inquiries of clients and staff for the purpose of providing information and/or direction regarding the status of returns, orders, etc.
- Attend shift meetings and monthly meetings on required.
- Perform all duties and responsibilities in a timely and effective manner in accordance with established company and safety policies to achieve the overall objectives of the position.
- Perform other duties as assigned.

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WORK CONDITIONS

- Positively interacts with team members, management and clientele.
- Repetitive work while standing, bending & walking during extensive shifts.
- Must be able to hear well in a loud environment in order to respond to employee or client needs.
- Lifts and carries supplies and equipment up to 50 lbs., throughout entire shift.
- Hazards include, but are not limited to: Cuts from broken glass, metal, burns, slipping, and tripping.
- Frequently immerses hands in water.
- Works frequently in a hot and damp environment.
- Overtime as required.

PROFESSIONAL DRESS CODE

Personal Appearance/Dress Code:

River City Events takes pride in our personal appearance and expect you to present yourself in a wholesome, professional manner to our clients at all times. As the leading image, appearance speaks for itself therefore it is important to project ourselves in a professional manner consisting of well-maintained pristine appearance:

Warehouse Dress Code:

- Clean well maintained uniform consisting of company shirt and/or jacket.
- Any other logoed materials are not permitted.
- Dark colored, comfortable well maintained and clean pant (light colored blue jean is not acceptable)
- Well groomed/clean hair is to be tied back with the use of hair restraints (such as elastics & hair nets).
- Clean, comfortable, closed, non-slip, soft soled, black shoe/runner.
- Hard toed shoes are recommended.
- All facial and jewelry (rings/watches/earrings/necklaces) are to be removed for each shift with the exception of a plain wedding band as approved by Management as this may present a Safety and working hazard.
- All facial and visible piercing are to be removed for each shift or as approved by management due to Safety and/or working hazards. Tattoos are to discrete and covered up as necessary.
- Exhibit good personal hygiene, bath daily, wash hair and follow proper hand washing procedures regularly.

RIVER CITY EVENTS SECRET

OUR SECRET... We value responsibility and mutual respect. People who work with River City Events have created an environment that encourages creativity and professional growth. The main objective of our business strategy is to offer a level of client focus that is superior to that offered by our competitors.

Relationships are key to River City Events and with this in mind we concentrate on building strong relationships with our clients and team while we are creating events that are useful, enjoyable, engaging and memorable.

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