



**Position:** Vault Delivery Crew

**ReportsTo:** Vault On Site Lead if on Site or Vault Manager if at Vault

**Status:** This position is hourly, part-time, non-exempt. Paid monthly.

**Position Summary:**

The Vault Delivery Crew works on weekends with Vault Event Leads & Assistants in delivering and setting up large scale rentals. This position may also work during the week or on weekends installing ceilings or backdrops. This individual is a motivated, efficient, and active team player who is self sufficient & able to communicate well. They always bring a positive attitude and are willing to do what it takes to get the job done. This individual is able to lift up to 75 lbs and has a high standard when it comes to delivery & set up.

**Responsibilities:**

- Picking up & driving u-haul vans or trucks
- Packing a vehicle with large scale rentals (tables, chairs, couches, etc.)
- Packing and procuring necessary items for events
- Transporting Vault items with care to and from the event site
- Managing & communicating delivery routes with On Site Leads & Vault Manager
- Returning event decor to designated storage areas & cleaning up after events
- Managing work availability and communicating this to the Vault Manager
- Other duties as assigned

**Position Requirements:**

The Vault Delivery Crew position requires a high standard of customer satisfaction, an ability to work in a fast paced and demanding event environment, and a desire to deliver an exceptional product through group efforts. Specific Requirements Include:

- A desire to deliver an outstanding event
- Maintaining a professional attitude at all times while representing The Vault
- Dressing professionally for all official Vault events
- A willingness to embrace change and adapt to situations on the fly
- Access to transportation that will get you to and from venues and get you to and from work
- Ability to drive & load a uhaul van or truck
- Previous experience loading and securing items in trucks or trailers is preferred but not required.
- Must be able to work weekends including Friday and/or Saturday
- Ability to send/receive phone calls and emails concerning scheduling & communication needs
- Ability to thrive in a team environment
- Attention to detail
- Exceptional communication skills
- Punctual
- Ability to execute duties in an efficient manner
- Ability to lift and transport items of at least 75 lb
- Willingness to learn and operate new equipment (IE: Scissor Lift)
- Willingness to climb a ladder or be on top of a scissor lift
- Problem solving skills
- Great organizational skills