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C O M P A N Y

*The Event Experience Company is an event rental company specializing in wedding and event rental and services. Our goal is to provide excellent customer experience through quality rental equipment and services that exceed our customer's expectations.*

**Job Title:** Production Support

**Position Reports To:** Production Lead

**Position Result Summary:** A Production Support team member is responsible for the regular care and cleaning of company rental inventory, cleaning equipment, tools, and facility.

**Work Conditions:** Position requires constant interaction with co-workers and with the public. You must stand for long periods of time. Must be able to perform the essential job functions of this position in a non-climate controlled environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Must have a full range of motion and dexterity including but not limited to the ability to bend, squat, reach above head and walk straight. Must have sufficient clarity of speech and hearing with or without reasonable accommodations. Must have adequate vision with or without corrective lenses. Must be able to lift 50 pounds.

**Qualifications:**

- Must be able to count accurately
- Must be able to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals in English
- Possess a good team attitude and willingly carry out assignments; treat others with professionalism, honesty and respect
- Communicate clearly, ask questions when unsure, notify lead of problems as soon as possible
- Receive prioritized project list from supervisor and stay on task and finish on time

**Responsibilities:**

- Customer Service
  - Pack will call orders 24 hours prior to customer pick up
  - Assist Production Lead with customer send out and check in as needed
- Inventory Care & Cleaning
  - Cleaning rental inventory and testing proper operation & safety
  - Packaging rental inventory in proper manner
  - Placing rental inventory in proper storage area
  - Handling rental inventory in a careful & proper manner
  - Notify Production Lead of rental inventory in need of preventative maintenance
- Facility Maintenance
  - Maintain clean and organized work station
  - Basic janitorial work

*making memories*