

# Iowa Events Center JOB DESCRIPTION



<b>Job Title: Warehouse Employee</b>	<b>Venue: Iowa Events Center/Wells Fargo Arena</b>
<b>Company: Spectra Food Services and Hospitality</b>	<b>Department: Concessions</b>
<b>Reports to: Concession Manager(s)</b>	<b>Supervises People (Y or N): N</b>
<b>Non-Exempt (Hourly)</b>	<b>Part Time</b>

## **JOB SUMMARY:**

The warehouse employee is responsible for the receipt and storage of all food, beverage and related product and equipment received at Iowa Events Center in Wells Fargo Arena. The inventory and security of all items is under the control of these employees. Employees must maintain excellent attendance and be available to work an event based schedule.

## **ESSENTIAL JOB FUNCTIONS** (including, but not limited to...):

- Checks all incoming items against purchase order sheets checking details such as weight count, quality, and specification.
- Ensures that all items are received and placed in their storage location at the proper temperature.
- Responsible for bagging ice.
- Maintain accurate delivery and inventory records
- Requires keeping all storage areas and inventory in neat, organized and sanitary condition as directed.
- Deliver items according to requisitions and place inventory in a proper fashion using the FIFO method of rotation (First-In-First-Out).
- Responsible for maintaining the overall security of all storage areas for Iowa Events Center by ensuring that all areas are properly locked and protected.
- Assist with monthly inventory as directed.
- Make note of any inventory that is needed to complete upcoming events.
- Other duties as assigned to support the food & beverage operation as directed by Concessions Managers or Food & Beverage Director

## **REQUIREMENTS:**

- Previous experience a warehouse, receiving or similar industry preferred.
- Detail oriented, ability to multi-task and effectively prioritize in a fast-paced, changing environment.
- Ability to be self-directed while working in a team-oriented environment.
- Ability to read in the English language to effectively manage inventory and requisitions
- Ability to work a flexible schedule including nights, weekends and long hours.

## **INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Intellectual/Social demands:**

While performing duties of this job, the employee is frequently required to multi-task and prioritize work under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards or directions including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position requires frequent use of interpersonal, communication, and reading skill with co-workers and management staff in the English language. Position requires frequent ability to work on a task independently and frequently work as a part of a team for a variety of tasks.

### **Physical demands:**

While performing duties of the job, the employee will constantly be required to grasp, fingering manipulation of product, feel. Employee will frequently push & lift food product and supplies. Frequently requires employee to pull, climb, stoop, kneel to push carts of supplies. Vision requires ability to constantly adjust focus and close vision to read instructions. Ability to frequently hear communication of others is a loud event environment. Constant standing, walking and moving about a large event facility is required. Ability to lift up to 100 pounds, and push/pull up to 250 pounds.

**Work environment:**

The duties of this position are performed primarily indoors. Frequent exposure to a loud and a cold environment due to the nature of working in an ice arena. Long periods of standing on a concrete floor. Requires frequent communication with other employees and managers in a loud event environment, working in small, crowded workspaces and moving around a crowded facility with carts or other equipment during events with thousands of guests in attendance.

**Apply:**

To apply, send contact information, available hours and resume to [iowaeventscenter@gmail.com](mailto:iowaeventscenter@gmail.com)

***This job description is subject to change.***

*Equal Opportunity Employer. Drug-Free Workplace.*

***I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.***

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_