



RVJD-012 Special Event / Tent Installer

Job title	<i>Special Event Tent Installer</i>
Reports to	<i>Special Events Coordinator</i>

Job purpose

‘Customer Service is not a department...it’s an attitude.’

Our extensive inventory of tents & special event rental equipment has allowed Rental Village Special Events to grow and become a leader in the Tent & Special Events industry in our region! Our commitment to superior customer service is second to none! Rental Village provides everything from party tents, canopies, tables, chairs, linens, dishware, glassware, flatware, dance floors, staging, AV equipment, sound systems, & concession equipment and much more.

The purpose of this position is to erect and take down tents and to do preventative maintenance on equipment, as well as be able to safely load and unload equipment into all types of vehicles and trailers, and instruct customers on how to use the equipment safely and properly.

Duties and responsibilities

CUSTOMER SERVICE

1. Greet customers in a friendly manner. You are often the only personal contact with Rental Village!
2. Assemble various tents per manufacturer, company, safety policy & procedures.
 - a. Layout all components per specification and CAD diagram if provided.
 - b. Install anchors uniformly.
 - c. Secure tent with final tie offs.
 - d. Visually inspect tent for proper assembly and ensure no damages.
3. If applicable, install all other rented accessories per layout.
4. Prior to tear down inspect tent and accessories for damages. Make note of any issues.
5. Remove rented accessories.
6. Remove tent per manufacturer, company, safety policy & procedures.

EQUIPMENT MANAGEMENT

1. Maintain all tents, tables, chairs etc. in clean “ready to rent” condition.
2. Keep tent trailer and truck in clean and organized fashion.
3. Clean vehicles as/when required.
4. Assist yard, warehouse and delivery personnel as necessary.
5. Report safety violations to company health & safety representative or supervisor.
6. Adhere to all company policies, procedures, rules and regulations in written or verbal form.

OTHER

1. Attend occasional team meetings (approximately 2 hours after business closing)
2. Think SAFETY in all aspects of your day.
3. Bring your enthusiastic, positive attitude to work with an expectation of have a great day!

Qualifications

A high school diploma or equivalent GED is preferred but not required.

2. This position requires hard physical labour, therefore, must be able to lift approximately 70 lbs. / 35kg.
3. Must maintain a professional personal appearance.
4. Must possess customer relation skills.
5. Must be able to use mathematics to solve problems.
6. Must maintain a cooperative working relationship with co-workers.

Working Conditions

Most work will be primarily outdoors on site.

This job requires constant interaction with co-workers & customers.

Must be able to work with the pressures of time constraints.
