

**All Occasion Party Rentals**  
**5301 Longley Lane #A-14**  
**Reno, Nevada 89511**  
**775.828.4999**  
**E-Mail Pam@AllOccasionRentals.com**

**Accepting applications:**

**Sanitizer and Warehouse Will Call Service Representative**

**Hourly position Part time and Full Time positions with possible overtime May-mid October**

Wash and polish dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.  
Clean garbage cans with water or steam.  
Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.  
Place clean dishes, utensils, and cooking equipment in storage areas.  
Prepare and package individual place settings.  
Sort and remove trash, placing it in designated pickup areas.  
Sweep and scrub floors.  
Load or unload trucks that deliver or pick up food and supplies.  
Receive and store supplies.  
Receive and count stock items, and record data manually.  
Pack and unpack items to be stocked on shelves in warehouse.  
Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies and/or adjust errors.  
Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.  
Mark stock items using identification tags and labeling equipment.  
Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.  
Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.  
Keep records on the use and/or damage of stock or stock handling equipment.  
Examine and inspect stock items for wear or defects, reporting any damage to supervisors.  
Provide assistance or direction to other stockroom, warehouse, or storage yard workers.  
Mark and label containers, container tags, or products, using marking tools.  
Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.  
Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.  
Seal containers or materials, using glues, fasteners, nails, and hand tools.  
Load materials and products into package processing equipment.  
Assemble, line, and pad cartons, crates, and containers, using hand tools.  
Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.  
Transport packages to customers' vehicles.

## **Personality Traits**

Good team player

Cooperation in attaining goals good natured, cooperative attitude Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Job requires being careful about detail and thorough in completing work tasks.

Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Job requires being honest and ethical.

Job requires guiding oneself with little or no supervision, and depending on oneself to get things done.

Job requires a willingness to take on responsibilities and challenges.

Minimal problem-solving and to make decisions that make sense.

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).