

103rd GREELEY STAMPEDE BEVERAGE
WAREHOUSE MANAGER JOB DESCRIPTION



The Greeley Stampede Beverage Warehouse Manager will be essential for the success of the Stampede Beverage Program. The Warehouse Manager will be responsible for establishing and maintaining the temporary Stampede Beverage Warehouse, directing all warehouse operations, tracking daily warehouse inventory, controlling the movement of beverage inventory within the park, as well as oversee a Warehouse Associate Team of 8-10 associates who will act as delivery workers during the Greeley Stampede Event.

Responsibilities:

- Assist Beverage Manager with all beverage operations
- Coordinate set up of bar outlets for event; help place bar structures and equipment
- Establish mobile warehouse and maintain throughout the event
- Map out warehouse blueprint and organize product accordingly
- Conduct intake of inventory and post event pick up of beverage product
- Neatly organize product upon delivery and stage inventory for pickup
- Assist with inventory tracking of warehouse product throughout event
- Coordinate with Administrative Assistant to receive and process beverage orders from bars, stampede areas, volunteers, and vendors utilizing the online ordering system
- Manage accounts and invoices for all groups, volunteers, and vendors. Adjust invoices according to delivery changes and notes.
- Establish a filing system for beverage order delivery forms
- Manage Warehouse Associates and coordinate teams for delivery
- Assign beverage orders to Warehouse Associate Teams
 - Help pull product accurately according to orders, load product (full kegs/cases) on to beverage cart/trailer to be transported in a safe and efficient manner
- Operate Beverage Equipment, Carts, Trailers, and motor vehicles following all transportation laws as well as demonstrate safe operator practices
- Operate the City forklift to move pallets of product to desired locations
- Coordinate with Eagle Rock and Pepsi workers to fulfill all beverage needs during event
- Ensure delivery of product to bars accurately and in a time efficient manner
- Coordinate beverage inventory pick up from bar outlets at end of event
- Keep inventory counts and track any product loss/waste/discrepancies
- Execute warehouse tear down and cleaning
- Assist with bar cleanup and tear down
- Follow all Greeley Stampede Employment Policies and Procedures
- Other responsibilities as needed

Requirements and Qualifications:

- Must be at least 21 years of age
- High School Diploma
- Valid Colorado Driver's license
- Management experience preferred
- Ability to pass a criminal background check
- Knowledge of local and state regulations related to alcohol and health code compliance
- Availability to work nights, weekends, and holidays during event
- **Heavy lifting will be required frequently for this position**
 - This position will need to be able to lift and move full kegs of beer, as well as other beverage products and equipment.
 - Must have knowledge or how to safely lift product and equipment, as well as be willing to assist other team members with lifting
- Ability to walk, stand, bend, drive, lift and carry heavy items for extended periods of time
- Strong understanding of business management and accounting principles
- Exceptional interpersonal and communication skills
- Strong task and time management abilities
- Team oriented, reliable, discreet and trustworthy
- Able to work independently and stay motivated to efficiently complete tasks on time
- Ability to stay calm and cool under pressure
- Demonstrated organizational skills and ability to multi-task
- Ability to maintain a positive, fun, and friendly attitude

GREELEY STAMPEDE BEVERAGE WAREHOUSE MANAGER
EMPLOYEE CONTRACT

To accept this position along with all terms and conditions, please fill out the form below. Make a copy for your records and turn this sheet into the Beverage Manager.

Work Schedule:

- The Warehouse Manager will be an hourly, non-exempt, seasonal employee. This position requires flexible scheduling to accommodate peak times, community involvement, and meetings.
- Event working hours will typically be before park open hours, but may vary depending on park needs and promotions
- This position is projected for:
 - May 27-June 20: ~10-15 hours (planning meetings)
 - June 21-June 24: ~32 hours (setup, establishing warehouse)
 - June 25-July 6: ~130-170 hours (event, clean up)
 - Please note that these hours are projected, not guaranteed
- Important Dates (not all-inclusive):
 - TBD→ Beverage Management meetings
 - TBD→ Alcohol Awareness Classes (first week of June)
 - June 16→ Stampede takes over Island Grove
 - Begin warehouse, bar outlets, & beverage base setup
 - TBD→ Final Hiring Paperwork & Warehouse Team Meeting
 - June 19→ Initial Product Intake Day
 - June 21→ Stampede Work Day
 - June 22-24→ Stampede Bar Setup & Bar Stocking
 - June 25-July 6→ 103rd Annual Greeley Stampede
 - July 7→ Event Clean Up Days

Compensation:

- Hourly pay rate: \$20.00-22.00
 - Eligible for Event Completion Bonus

Note: this job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

For Office Use

Employee Name (print) _____
Phone Number _____
Email _____
Compensation _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____