# 104th GREELEY STAMPEDE

# BEVERAGE WAREHOUSE ASSOCIATE JOB DESCRIPTION

The Greeley Stampede Beverage Warehouse Associate Team is a team of ~10 individuals who will assist with the setup of bar outlets, control and execute the movement of beverage inventory, and assist the Greeley Stampede Warehouse Manager with operations before, during, and after the Greeley Stampede Event. The Associate Team will act as delivery workers during the event. Teams will load, transport, and deliver beverage product to bar outlets throughout Island Grove in order to meet the needs and objectives of the Beverage Program.

## Responsibilities:

- Assist Beverage Manager and Warehouse Manager with Event operations
- Help to set up bar outlets for event; help place bar structures and equipment
- Help to establish temporary warehouse and maintain throughout the event
- Assist with inventory tracking of beverage product throughout event
- Manually load and unload product from warehouse and trailer in a safe manner
- Receive beverage order forms and fill orders
    - Pull product accurately, according to beverage orders, load product (full kegs/cases) on to beverage carts 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
- Manually load and unload product from warehouse and trailers for motor vehicles
- Deliver product to bars accurately and in a time efficient manner
    - Unload product (full kegs/cases) from beverage cart or and store in secure areas of bar outlets
    - Note any product loss/waste/discrepancies and notify the Admin Assistant
    - Notify Manager of product loss/waste/discrepancies and provide reasoning
- Complete beverage delivery forms accurately and turn in to Warehouse Manager
- If scheduled during “park open hours”, assist Warehouse Manager and Beverage Manager by being readily available to deliver product and bar essentials (including ice) to outlets in need of beverage items
- Assist Ice Crew as needed
- Assist with beverage inventory pick up from bar outlets at end of event
- Complete beverage inventory return forms and turn in to Beverage Admin Assistant
    - Note any product loss/waste/discrepancies
    - Notify Manager of any product loss/waste/discrepancies and provide reasoning
- 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 18 years of age
- High School Diploma
- Valid Colorado Driver's license
- Willingness to adhere to assigned schedules, safety procedures, and transportation laws
- Availability to work nights, weekends, and holidays during event
- **Heavy lifting will be required frequently for this position**
    - Team members will lift and move full kegs of beer, as well as other beverage products and equipment.
    - Team members must have knowledge or how to safely lift product and equipment, as well as be willing to assist other team members with lifting
    - Must watch and participate in safety videos and trainings prior to beginning work
- Ability to walk, stand, bend, drive, and lift and carry heavy items for extended periods of time
- Exceptional interpersonal and communication skills
- Strong task and time management abilities
- Team oriented, reliable, and trustworthy but also able to work independently and stay motivated to efficiently complete tasks on time

# ***GREELEY STAMPEDE BEVERAGE WAREHOUSE ASSOCIATE 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:

- Team members must be available to work a minimum of seven (7) shifts between Saturday, June 20th and Thursday, July 9th (28 potential shifts available). Shift length may vary based on beverage needs and daily events.
    - Minimum shift availability does not need to be consecutive days
- Working Hours will typically be before park open hours, with some evening shifts on concert nights
- Team Members will be hourly, non-exempt, seasonal employees. This position requires flexible scheduling to accommodate peak times and meetings.

- Important Dates (not all-inclusive):
    - June 13→ Hiring Paperwork & Warehouse Team Meeting
    - June 18→ Initial Product Intake Day
    - June 20→ Stampede Work Day
    - June 21-June 23→ Stampede Bar Setup & Bar Stocking
    - June 24-July 5→ 104th Annual Greeley Stampede
    - July 6-July 9→ Event Clean Up Days

## Compensation:

- Hourly pay rate: $17.00-$18.50

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 _____