



1 Sunny Ridge Drive  
Asheville, NC 28804

828-658-3373 tel  
828-658-3573 fax  
www.classiceventrental.com

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**Position Title: Tent Foreman / Crew Chief – Party and Events Industry**

**Starting Pay: \$12 to \$15 depending on experience**

**Experience: Minimum of 3 years**

**Position Tasks & Activities:**

- Make recommendations & assists during sales survey:
  1. Assist sales person in meeting customer needs.
  2. Conduct site visit to measure area and identify obstacles & other variables that may affect job when requested.
  3. Communicate with sales operations regarding special needs & service.
  4. Suggest proper tenting equipment to meet customer needs.
- Receive proper paperwork from dispatcher.
- Secure the necessary fire retardant certificates and state and local permits, i.e. fire marshal and/or building inspector, from the Director of Operations.
- Supervise tent crew and warehouse support with pulling/loading tent & related equipment.
- Determine final tent plan per site on location:
  1. Communicate final expectations to crew.
  2. Confirm measurements per diagram.
  3. Produce fire retardant certificate if needed.
  4. Talk to Fire Marshall and/or building inspector if necessary.
- Supervise the proper and safe assembly of tents per rental per manufacturer, company, safety policy & procedures.
- Supervise the proper and safe installation of rented accessories:
- Oversee the maintaining of tent equipment after installation.
- Supervise the proper and safe removal of rented accessories.
- Oversee the proper and safe removal of tent per manufacturer, company, safety policy & procedures.
- Oversee truck is loaded properly at rental site.
- Work with tent crew and warehouse support to be sure truck is unloaded and that everything is returned properly to inventory.
- Report to management at the completion of a job with any necessary repairs.
- Report safety violations to Director of Operations.
- Greet and assist customers with loading and unloading of rental equipment. Be sure customer understands proper usage and safety features of rented equipment. If loading securely fasten equipment to customer's vehicle.
- Communicate department improvement recommendations to upper management.
- Fill in for other positions, when necessary, for smooth operation of the business.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Perform other duties as requested.



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### **Nature of the Work:**

Supervise and assist the tent installation crew. The work is typically very physical and demanding, both from strength requirements and the stamina required. Will help customers and delivery personnel load and unload vehicles. Will assemble tents and rental accessories. Will also help maintain inventory. Shipping and receiving functions, from light to heavy, are also performed.

### **Working Conditions:**

May stand for long periods of time. The work will be split between general warehouse conditions, in which some work areas may not be heated or air conditioned and conditions outside which vary from day to day. This job requires constant interaction with co-workers and with the public. This position requires frequent lifting and a significant degree of walking, bending and transporting objects of various weights and dimensions. May possibly have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

### **Education, Skills & Requirements:**

- A high school diploma or equivalent GED is preferred but not required.
- Must have at least 3 years related experience.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must possess customer relation skills.
- Must be able to use mathematics to solve problems.
- Must be able to speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience and offer constructive criticism when necessary.

**Reports to:** Director of Operations

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.