



**Job Position:** Dishware Associate  
**Department:** Operations  
**Reports To:** Warehouse Manager

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**JOB SUMMARY:**

As a Dishware Associate at our event rental company, you will be responsible for the cleaning, organizing, and maintenance of all dishware and glassware used for events. Your role will involve ensuring that all items are in excellent condition and ready for use, as well as assisting with inventory management and order preparation. You will work closely with other team members to ensure efficient operations and high-quality service.

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**JOB RESPONSIBILITIES:**

- Clean and sanitize dishware, glassware, and utensils according to company standards.
  - Inspect dishware for damage or wear and report any issues to management.
  - Organize and store dishware in an orderly manner to ensure easy access and inventory control.
  - Assist with the preparation and packing of dishware orders for events.
  - Conduct regular inventory counts and maintain accurate records.
  - Ensure the dishwashing area is clean, organized, and free of safety hazards.
  - Follow safety protocols and company policies at all times.
  - Assist with loading and unloading dishware from delivery vehicles as needed.
  - Provide support to other departments as required.
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**SKILLS:**

- Knowledge of standard Microsoft office suite (word, excel, outlook, etc.)
- Ability to work well independently, incorporate suggestions and to meet deadlines
- Good team player to fit into the HTE company culture
- Strong knowledge of Internet & how to utilize technology efficiently
- Must be comfortable working sitting down and on a computer for long hours as work will be performed in both an office setting and outside as needed and may be exposed to the outside elements.
- Ability to work some nights and weekend work as business needs
- Preference given to event, rental or hospitality industry experience
- Must be able to lift/move approx. 50-70lbs
- A high school diploma or equivalent GED is preferred but not required, preference given for associate or bachelor's degree
- Ability to multi-task priorities and manage time proficiently
- Excellent written and verbal communication skills and ability to interpret directions in written, oral, diagram or schedule form

- Attention to detail and have strong customer service focused mentality
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**BENEFITS:**

Our company offers a comprehensive benefits package designed to support the well-being and professional growth of our employees. Benefits include company paid health insurance, (medical, dental, and vision), a 401(k) retirement savings plan with company match, paid time off (vacation, sick leave, and holidays). These benefits reflect our commitment to creating a supportive and rewarding work environment.

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Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.