

Packing Manager Job for Shully's Cuisine & Events
Job Description and Duties



The primary responsibility of the Packing Manager for Shully's Packing Department is to facilitate the delivery of equipment and supplies to events and off-load trucks at the conclusion of events. This is a full-time position with benefits offered.

Primary Duties to Perform

- Package supplies, rental items, and equipment etc. for events based on information provided by Shully's event coordinators and/or their assistants.
- Work with other departmental employees and part-time help to develop a strategy and division of work load to complete daily tasks
- Supervise and schedule additional staff for packing department, including Full-Time employees and other Part-Time employees as needed. Is the head of the department for all things packing department related. Evaluates managed employee performance and provides recommendations on employee performance to Shully's ownership.
- Ensure quantities of items are correct and work with office staff and or kitchen staff to find substitutions if necessary. To include an annual inventory of all Shully's equipment and disposable product. Provide the updates to office staff in order to update Intellivent.
- Order and maintain quantities of disposable items, cleaning supplies, paper goods, and assist kitchen with equipment and supply needs
- Work with outside vendors to coordinate maintenance schedule for company vehicles and equipment. Keep all vehicles repaired and gassed.
- Light maintenance in house to include electrical, some repair of non-complex equipment issues, and to contact outside vendors to perform repair needs
- Participate and contribute in management meetings.
- Organize and maintain packing department for maximum efficiency.
- Responsible for event space set-ups per the Event Coordinators or other staff requests.
- Some outdoor work maintenance of sidewalks, light bulbs and setting up for Christmas. Snow removal, salting on walkways in front of all doors and dock area.
- Keeping off-site storage area organized and clean.
- Keeping all storage areas on site organized and clean.

Other qualifications to include:

- High School Diploma or Equivalent, 5-10 years of work experience.
- Excellent organizational and time management skills. Previous management experience is a plus
- Excellent people skills with the ability to handle high stress situations and to find proactive solutions to issues as they may arise
- Ability to manage multiple tasks and quickly adapt to changes
- Ability to work in a fast paced environment. Weekends and off-hours are required.
- Capable of working with other staff to identify, correct, and prevent safety hazards
- Able to drive a variety of company vehicles including large, tailgated trucks, fork lift driving beneficial
- Clean driving record with personal auto insurance, must have own transportation. Shully's is not located on a bus line.
- Able to carry/lift (50-60lbs), walk and stand for extended periods

Benefits

- Health insurance
- Complimentary \$10,000 life insurance policy
- Dental, and vision insurance options
- 401K with employee dollar for dollar matching, up to your first \$500 in contributions
- Daily staff meal
- Five paid vacation days after your first year of employment. Ten paid vacation days after your second year of employment
- One paid holiday, and one paid personal day