



## INVENTORY CONTROL

Are you constantly praised for being efficient, punctual and willing to move all around the festival? If you are 18 years of age or older consider joining our team and help keep the festival running in tip-top shape by managing and delivering supplies to areas in need.

Inventory Control (I.C.) maintains and supplies all materials required by festival staff. This area is responsible for managing pre-festival inventory and purchasing, daily on-site dispatch, delivery, pick-up and post-festival inventory and storage. This is a great opportunity to practice and strengthen your leadership skills because our leadership positions in this area are staffed from within.

### Requirements:

- must be 18 years of age or over
- Accessibility Standards Customer Service Training
- this position requires individuals to be flexible, energetic, responsible & mature
- must work efficiently, either individually or in a small team, with or without supervision
- the success of volunteers in this position depends on their ability to follow very specific instructions
- as most duties are conducted away from direct supervision, a volunteer's good judgment is an essential part of the success of their team
- must wear non-slip, closed-toe shoes (e.g. runners)
- must be flexible in order to handle both fast pace with concentrated bursts of physical activity, or slow periods between peak times
- willing to work in all types of weather
- heavy lifting will be required

### Skills:

- effective communication skills
- strong customer service skills
- able to multi-task efficiently
- excellent interpersonal skills



**FOR CAGE STAFF**

<p><b>Duties:</b></p> <ul style="list-style-type: none"><li>• conduct pre-festival inventory</li><li>• set up inventory area &amp; unpack supplies</li><li>• deliver products as requested by areas during the festival, either in an ad-hoc manner, or on a pre-defined schedule</li><li>• work with festival staff to maintain a ready, easily-accessible store of necessary supplies &amp; materials</li><li>• ensure required items are delivered to areas in a timely &amp; efficient fashion maintain a running tally of inventory, including destination, amount of product being delivered, and what is being returned</li><li>• pick up extra supplies &amp; materials from other areas</li><li>• pack supplies &amp; inventory and tear down inventory area</li><li>• post-festival inventory &amp; storage</li></ul>	<p><b>Assets:</b></p> <ul style="list-style-type: none"><li>• forklift certification</li><li>• valid driver's license</li></ul>
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