



Warehouse Manager: Peoria Event

Reports to: Store Manager

Job Description

Do you love to passionately serve others? Enjoy working in an environment where family is important? Are you looking for opportunities to learn new things, have a drive to work hard, but know how to have fun? Peoria Rentals is looking for a Warehouse Manager based at our Peoria Heights location. As our company is quickly growing and expanding, we are looking for a special team member who seeks opportunities for personal growth while serving our customers.

Skills and Requirements

- Serve the Customer Service Representatives and Delivery Service Representatives by prepping and preloading orders for them.
- Coordinate with Customer Service Representatives on delivery/pick ups, transfers, and customer pick ups scheduled within 7 days out and prioritize and monitor manpower requirements.
- Manage daily operations of incoming and outgoing inventory in the dish and general event warehouse areas.
- Must be able to drive a truck and trailer, operate a forklift, and maintain safe driving practices.
- Must be detail oriented and thorough when prepping and counting in inventory items.
- Maintain an up to date priority board of tasks for warehouse staff.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Make sure all inventory is counted, cared for, and in its home.
- Oversee all equipment is wrapped, labeled, and packaged per company policy.

If this describes you, please send us a letter of interest as well as your resume!

921 E War Memorial Dr
Peoria Heights, IL 61616
Careers@PeoriaRentals.com
(309) 688-1412



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

921 E War Memorial Dr
Peoria Heights, IL 61616
Careers@PeoriaRentals.com
(309) 688-1412