

## Equipment Manager Procedure

### Create Load List

- 1) Work with Operation Manager to create FOH and BOH load lists for each event.

### Prepare Load

- 1) Check contents of Flip-top Bins (“Flippies”) and make sure they are complete.
- 2) Refill depleted items in Flippies
- 3) Every event will be sent with the following Flippies, unless otherwise noted:
  - a. Clean-up Box
  - b. Bussing Station
  - c. Coffee Box
  - d. Bar Box
  - e. Compostable Box
  - f. Plastic Pitchers
- 4) Review FOH Load List.
- 5) Pull and wrap all necessary FOH items.
- 6) Organize equipment appropriately to minimize damage and to improve “stack-ability” whenever possible.
- 7) Review BOH Load List
- 8) Pull all necessary BOH items.
- 9) Review menu with Executive Chef or On-site Chef for special equipment needs for each event
- 10) Make Sure Bride and Groom Gift Box has been put together:
  - a. 1 specialty bag (or basket)
  - b. 1 bottle champagne
  - c. ADE Farms Specialty Items (ie jam, pickles, sauces, etc)
  - d. 1 tea towel
  - e. 4 sectioned to-go containers
- 11) Pull all necessary bar mixers.
- 12) Review rental order for each event to make sure all necessary items are rented or packed out by us.

### Load (prior to each event)

- 1) Put all non-food items into the truck, stacking and securing the load as best as possible
- 2) The truck should be loaded with all non-perishables NO LATER THAN 30 minutes (plus travel time) before event call time.

Example: If there is an event on Friday with a 3pm call time, and it is 1.5 hrs away, the truck should be packed and ready for coolers by 1pm

### Check in Rentals

- 1) Coordinate with all rental companies to be present on site when rentals are delivered prior to each event.
- 2) Check each item on rental contract to be sure all items ordered have arrived and are in proper condition.
- 3) Communicate immediately to Operations Manager if anything is missing, incorrect or damaged.

### Check out Rentals

- 1) Coordinate to with all rental companies to be present on site when drivers arrive to pick up rentals for removal.
- 2) Check each item on rental contract to be sure all items are being returned to drivers and put on trucks.
- 3) Note any damages or losses. Report immediately to Operations Manager.

### Unload (after each event)

- 1) Remove all items from the truck on the day after the event
- 2) Sweep truck and inspect for any missing items
- 3) Return truck with another person to the rental location
- 4) Set aside any rental items that might have returned to the kitchen accidentally
- 5) Make sure all rental items get returned to appropriate rental company, and that we get a receipt for their return.
- 6) Give copy of receipt of return to Amiee (ADE Headquarters)

## Equipment Manager - Skills and Requirements

This position includes but is not limited to the following tasks:

- 1) Must be able to lift and carry 50lbs.
- 2) Must be self directed and able to see what needs to be done without supervision.
- 3) Must have ability to work alone with little or no supervision & prioritize tasks.
- 4) Must be able to supervise & work with a team when required.

## Duties

- 1) Become familiar with equipment: What is it called? What is it's appropriate protection and handling (fragile vs durable items)? Where does it live in the load room?
- 2) Become familiar with quantities of equipment inventory so as to notice when equipment may have gone missing after an event.
- 3) Report any shortage of equipment to the Operation Manager immediately.
- 4) Request packing supply needs to Operation Manager (bubble wrap, pads, etc.).
- 5) Organized and complete staging of all equipment for events, properly labeled per event.
- 6) Missing items for each load to be noted on the BOH & FOH pull lists for last minute pull if they are initially unavailable.
- 7) Assist with pick up and drop off of trucks and vans as needed. (Valid Driver License required).
- 8) Load truck with and without assistance as deemed appropriate by Operation Manager.
- 9) Unload truck with and without assistance as deemed appropriate by Operation Manager.
- 10) Unloading after an event requires
  - a. diligent inspection of equipment
  - b. proper & thorough cleaning and drying of equipment (in coordination with Dishwasher)
  - c. return of equipment to the appropriate location prior to ending of shift (in coordination with Dishwasher)
  - d. inspection and restocking of Flippies prior to ending of shift
  - e. written list of missing items for each Flippie to be taped to outside if unavailable
  - f. copy of list of missing items given to Operation Manager prior to end of shift