

## **ACP Entertainment**

### **Non-Driver Team Member**

**A Little Bit About Us:** ACP Entertainment was founded in 2008 and started out with renting inflatables, games and concessions to churches, schools and residential events. ACP Entertainment has now grown to be the largest amusement rental company in Michigan and services between 600-700 events annually.

**Our Mission:** ACP Entertainment creates memorable experiences through safe and innovative attractions while providing first class customer care.

**Where and How You'd Work:** ACP Entertainment is based in Byron Center, MI. We prioritize our cohesive company culture, believing that the best results come from teamwork. That's why all team members collaborate on-site, sharing the same space. However, we also understand the importance of work-life balance, so we provide flexible schedules to accommodate appointments, family commitments, and other personal needs.

**What You'd Do in This Role:** You would be responsible for loading and unloading trucks and trailers, setting up and tearing down at event sites, cleaning on and off job sites and operating equipment. Equipment operations include games, amusement rides and other amusement attractions. Training will be provided for all equipment setup and operational procedures.

#### **You Would be Successful in This Position if:**

- You can work great with fellow team members and can also interact well with kids and families
- You're willing to learn new things and work hard to perfect new skills
- You are adaptable, innovative, and creative in solving challenges on the spot
- You are passionate about safety, having fun and being a team player
- You thrive in a fast-paced environment and are eager to grow your skills

#### **Key Result Areas:**

##### **1. Event Setup and Tear Down:**

- Efficiently set up and tear down inflatables, amusement rides, games, and other amusement attractions at event sites according to the company's safety and operational procedures.

- Ensure all equipment is securely and properly installed before events and safely deconstructed after events.
- 2. Equipment Operation:**
- Operate various amusement attractions, including games, rides, and inflatables.
  - Ensure the safety of participants by adhering to operational guidelines and troubleshooting any technical issues with equipment as they arise.
- 3. Loading and Unloading of Equipment:**
- Accurately load and unload trucks and trailers, ensuring all equipment is handled with care and placed in the correct locations.
  - Maintain a well-organized and clean work environment by ensuring that unloaded items are returned to their designated spots.
- 4. Safety and Compliance:**
- Follow all safety protocols while operating equipment and performing duties to minimize risk and ensure a safe working environment for staff and event attendees.
  - Maintain awareness of safety regulations and standards for equipment operation and site setup.
- 5. Cleaning and Maintenance:**
- Clean and maintain equipment both on and off job sites to ensure they are in optimal working condition.
  - Assist in minor repairs and upkeep of equipment as necessary, reporting any major issues to supervisors.
- 6. Schedule Flexibility and Reliability:**
- Demonstrate flexibility by being available to work during various hours and days as per the event schedule.
  - Maintain reliable attendance and punctuality to ensure event operations run smoothly without disruption.
- 7. Team Collaboration and Communication:**
- Work effectively with team members and other staff to ensure smooth coordination during setup, operation, and tear down of events.
  - Communicate any challenges or issues encountered during event execution to supervisors promptly.
- 8. Training and Skill Development:**
- Participate in required training programs to understand the setup, operation, and tear-down procedures for all equipment.
  - Continuously improve knowledge and skills related to amusement equipment, safety protocols, and event operations.

**Other Stuff You Should Know:** At ACP Entertainment, we work cohesively as one team and strive to have a family-type atmosphere. We're also a small business, not some big corporate type company that has ivory tower bosses. We work through tasks and situations together-as a team. We don't call our employees Team Members just as a fancy word term to sound different-it's our culture! We work together to create memorable experiences for our customers and their guests. It's hard work, but also very rewarding.

**Our Company Values:**

- Safety- We prioritize safety above all else.
- Colossians 3:23- The work we do brings joy to people and joy to our heavenly father.
- Excellence - We are the BEST at what we do.
- Fun - It's in our DNA.
- Team - We are team members, not employees
- Communication - We believe in over-communicating, not under-communicating.
- Integrity- We act with honesty and respect, even when no one is watching.
- Courageous Decisions – We choose confidence over fear in every decision.
- No Gossip - We spread positivity and address concerns directly.
- Self-Employed Mindset – Think and act like an owner.

**The Other Stuff:** Because our legal advisors say we should have it in our job descriptions.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Equipment:**

- Forklift trucks
- Off road vehicles
- Hand tools

**Knowledge, Skills and Other Abilities:**

- Ability to deal with conflict and children
- Time management skills
- Professionalism
- Ability to be energetic, fun, and outgoing
- Ability to work at least three of the four weekends in each month of the April-October operating season

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently lift and/or move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, risk of electrical shock, and vibration. The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), and work with explosives.

The noise level in the work environment is usually loud.