



Employee Requisition Form

Position to Be Filled: Wardrobe Attendant

Purpose: Responsible for distributing uniforms and costumes to associates based on their job position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist employees throughout the shift by answering questions; issuing, exchanging, and/or assigning new uniforms; recording repairs needed.
Provide administrative and clerical support for the Wardrobe room including answering phones, generating correspondence all reports, filing, and copying.
Maintain an accurate inventory of all uniforms and customs by inspecting, tracking, and recording stock by type, style, and other relevant information.
Schedule the cleaning, pressing, mending, and tailoring of uniforms and costumes as needed. In certain cases, personally perform the tasks.
Contribute to timely purchases of supplies and uniforms by issuing requisitions to the supervisor or manager based on inventory levels and current or projected requirements.
Assist in tracking monthly costs to budget by maintaining accurate records of purchases receipts, repairs, and other operating and financial records for the department as required.
Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
High school diploma or general education degree (GED) required.
Minimum 1 year clerical, warehouse, or inventory experience.
Guest Service experience preferred.
Ability to influence others in a positive manner.
Ability to handle confidential and privileged information with extreme professionalism.
Must be able to work with minimum supervision and have good initiative to stay productive.
Excellent organizational skills.
Any other duties as assign.

Reports To: Wardrobe Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Part Time
Filling Deadline: Open Until Filled

