

## **Operations**

### **Job Purpose**

Aravaipa Running is an event management company specializing in endurance running events. Our events require the procurement, organization and distribution of food, nutrition products and other equipment to ensure each runner has an optimal experience with us. The operations position will be responsible for ensuring we have the necessary supplies needed to service our runners on race day. This includes shopping for supplies, organizing and inventorying supplies at our warehouse, packing food and supply bins before race weekends and also unpacking, restocking and storing supplies between races.

Operations will be active at events, assisting in setup of our main start/finish aid station and managing our volunteers and stock of equipment and supplies on race day.

Operations will also be responsible for making sure we have clean and functioning equipment after each event. This will include washing dishes, unpacking and cleaning food and utility bins as well as our drink coolers and containers. Any equipment that is damaged or in need of replacement or repair will be noted and communicated to management.

### **Required Skills**

Candidates must be able to lift 50+ pounds repeatedly while loading/unloading our truck and moving supplies around at events and at our warehouse. Have strong organization skills to keep our inventory of supplies and equipment neat and orderly both at events and in our warehouse. Be detailed oriented to ensure that we have all of the necessary supplies and equipment loaded and ready for each event. Be able to work independently to shop, pack supply bins and organize supplies within our system.

### **Responsibilities**

The following is a list of some of the typical functions the Operations position for any given event. The management team may ask for additional help in other areas of the business including making store runs during events or packing merchandise orders, but these are general responsibilities that the Operations position will perform on a regular basis.

1. Manage inventory of food and supplies at warehouse
2. Pack food bins prior to events
3. Make purchases of supplies and food at stores to stock our warehouse inventory
4. Pack utility bins with non-food supplies prior to events
5. Setup main start/finish aid station at events in a clean and orderly manner
6. Manage race day volunteers at finish line tent
7. Clean supplies and equipment post race at warehouse
8. Unpack food and utility bins at warehouse post race
9. Re-inventory usable food at warehouse post race
10. Make note of damaged equipment needing replacement or repair

### **Pay**

\$12 per hour

# Aravaipa Running LLC – Operations

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## **Hours**

Part-time. Typically 6-8 hours packing and prep for an event, 8-10 hours at an event and 4-6 hours clean-up for a typical event in the week leading up to or just after an event. Larger events may require more hours on either end for packing and clean up.

## **How to Apply**

Please submit a completed application, cover letter & resume to [jamil@aravaiparunning.com](mailto:jamil@aravaiparunning.com) for consideration.

Applications can be found at [www.aravaiparunning.com/jobs](http://www.aravaiparunning.com/jobs)

## **Questions?**

Contact us:

Jamil Coury at [jamil@aravaiparunning.com](mailto:jamil@aravaiparunning.com) or (602) 361-7440

Hayley Pollack at [hayley@aravaiparunning.com](mailto:hayley@aravaiparunning.com) or (480) 415-8454