

Job Description for Rental Equipment Chair

One Year Term

Duties

- This is a person-specific job which includes managing PHG rental equipment including inventory, records, scheduling, purchase, maintenance, publishing availability in newsletter and PHG members only page.
 - Notebook in PHG closet contains all details for procedure, forms and receipt book.
1. Collect rental fee, (check or cash), and deposit (check or cash). Deposit will be returned to renter when equipment has been returned properly in good working order. Renter must be a PHG member in good standing, sign agreement and provide contact information: e-mail, address and phone number. A receipt is given for incoming checks or cash. Give a separate receipt for deposit.
 2. Itemize monies received and checks/cash turned over to the Treasurer. Retain the deposit check until equipment returned.
 3. Instruct renter in proper use of equipment plus how to secure for travel. Ask that the equipment be secured the same way for return.
 4. Check equipment on return to make sure it is in good working order and all pieces there. Ask renter if any issues arose during use.
 5. Keep a record of maintenance and costs. Keep records of purchases (all details including cost, date and from whom purchased plus any user manuals.
 6. Photograph incoming new equipment and add to roster list. Send to the webmaster for placement on website; to the equipment list and the color catalog.
 7. Arrange with President or other Board member for access to rental equipment when away. Communication is important.
 8. Priority goes to PHG needs before renting out. Use for PHG Guild events (as demos) first. Use for PHG workshops second, personal rental by a PHG member third.
 9. If rental equipment inventory changes, send an update to webmaster so that list can be updated on website. This should include list and catalog updates.

There is now a list of rental equip on the website and in the roster. A color catalog of the equipment is available on the members only section of the website.

Revised August 2010

Reviewed and Revised 2015 LLW