**Position Description**

**Position:** Yard Worker

**Salary Range:** $Minimum $Mid Point $Maximum

**Reports to:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role Description**

The role of this position is to build loads, load trucks (both company and customer vehicles), and assist with maintenance of an efficient, clean, safe, and well-operated lumberyard. As a key “point of contact” with customers, this position is charged with providing excellence in customer service.

**Scope of the Position**

This position is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the yard manager, drivers, and sales coordinators. Position includes work outdoors and on uneven surfaces in hot and cold weather and occasionally in rain or snow.

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Meets and greets contractors and do-it-yourselfers while providing exceptional customer service by assisting with the selection and loading of materials.
* Accurately pulls and stages materials to be picked up or delivered to ensure schedules are met.
* Contributes to maintaining the inventory in the yard by conducting cycle counts, keeping the yard organized, and ensuring the correct material is shipped and received.
* Properly uses and maintains all equipment.
* Commits to continued learning on products, packages, procedures, and more.
* Knows and follows all applicable safety rules and procedures.
* Knows and follows all applicable rules and procedures regarding sales and inventory management.
* Accurately distributes and places all specified building materials as indicated on the order ticket.
* Responsible for having the pulled product neatly placed and appearing as orderly and presentable as possible.
* Cleans up and properly disposes of all debris.
* Is alert to things that need to be done and, without being asked, takes initiative to see that they get done.

**Position Qualifications**

Qualifications of the ideal candidate include:

* Knowledge of all applicable building material products.
* Previous experience in a customer service environment.
* Ability to unload, transport and position all building materials as required. (These materials include 5 gallon pails weighing up to approximately 62 pounds.; also include material bundles weighing upward of 115 pounds.)
* Ability to follow all safe and applicable methods of transporting material from the delivery vehicle, by way of stairways, elevators and boom operations, to the point of stocking/delivery.
* Must be knowledgeable, trained, capable and licensed/certified by to operate forklift equipment, if needed, often transporting heavy and awkward loads.
* Computer literacy and knowledge of current office technology.
* Strong communication skills.
* Ability to work independently with limited supervision.
* High school diploma.