

Job Description and Responsibilities

The yard help will be responsible for maintaining the cleanliness and organization of the yard, loading and unloading materials, and assisting with various tasks as needed.

1. Greet customers and ask customer for invoice in order to direct customer to materials purchased and provide assistance loading in a safe and productive manner.
2. Communicate with the sales and yard team to ensure customer service is prompt and coordinated.
3. Assist customers in loading and unloading materials
4. Check materials loaded vs. purchase on a paid invoice to ensure accuracy or materials and quantity.
5. Safely and efficiently load customer product by hand or using appropriate equipment including forklift and pallet jacks.
6. Assists in gathering materials to build loads/orders.
7. Assist truck drivers to load various building supplies onto trucks for delivery.
8. Assist truck drivers with deliveries that require hand unloads
9. Develop knowledge of materials, locations and uses. Keeping in mind may product look similar but are different. Proactively learn about the product we sell.
10. Help unload vendor trucks with product for the store and yard.
11. Assists in keeping inventory stocked with proper materials
12. Keep the yard area clean and presentable in appearance
13. Efficiently and safely operate forklifts and light trucks upon receiving proper training, supervisor approval and certification.
14. Report unsafe conditions, product and property damage and incident or accidents immediately.
15. May use a radial arm and panel saw to cut materials for customers.
16. May perform other duties as assigned.