

Job: Yard/ Warehouse Associate

Reports To: Store Manager

Position Description: Represent and promote the yard operation of Landscapers Supply /Ace Hardware in a positive manner that insures customer confidence and satisfaction and profits for the dealership. To be an important part of a yard team that is productive and motivated to meet and exceed all goals and objectives.

Major Areas of Responsibility

1. Safety first
2. Inventory
3. Working knowledge of different types of loading equipment.
4. Inspect vehicles and equipment before using.
5. Customer service and Safety loading and unload customers on the yard.
6. Safely load and unload manufacture/producers deliveries.
7. Store and yard appearance.
8. Security and loss prevention.

Specific Responsibilities of the Job

1. Safety first.
 - a. Ability to complete tasks in an environment with frequent distractions.
 - b. Forward safety concerns to the department manager or store manager.
2. Inventory
 - a. Manage yard and parking lot for cleanliness.
 - b. Proper inventory rotation and ease of inventory access.
 - c. Assist the sales team with customers when looking at inventory on the yard.
3. Working knowledge of different types of loading equipment.
 - a. A willingness to learn the proper use of all equipment.
4. Inspect vehicles and equipment before using.
 - a. Make sure loads are secure before leaving the yard.
 - b. Perform regular maintenance on equipment.
 - c. Report any needed repairs to department manager or the store manager.
Follow up to insure repairs are done.
 - d. Treat equipment as if it was yours.
5. Customer Service and Safety loading and unload customers on the yard.
 - a. Engage customers in a friendly, courteous, and respectful manner.
 - b. Listen to customer and show concern for their needs and problems.
 - c. Work with customers to develop their trust in you and our company.

6. Safety load and unload manufacture/producers deliveries.
 - a. Check to insure the correct qualities have been received according to the packing lists and turn the packing list into the office.
7. Store appearance.
 - a. Maintain kitchen, showroom, yard and warehouse in a clean and professional manner.
8. Security and loss prevention.
 - a. Watch customers in the store, warehouse, and notify the store manager of any odd behavior from customers or employees.
 - b. Knowledge of high theft items and regularly check on them.

Work Environment

- Maintain professionalism in all business and personal activities.
- Dress appropriately and according to company policy.

Conclusion

- This outline of a job description is to serve as a guide for expected job performance. It is not intended to limit individual initiative. The company reserves the right to add or delete responsibilities or change position descriptions or qualifications as business requirements dictate.
- Perform other duties as assigned by Store Manager of Landscapers Supply Inc.