

## ***Yard Person***

Basic Function: To perform all assigned duties in the yard to assist with quality customer service.

Responsibilities:

- Load company vehicles in accordance with delivery invoices to include lifting and carrying merchandise, lumber and building materials.
- Prepare customer orders to include retrieving merchandise and materials from storage areas in accordance with customer invoices.
- Operate fork lift to load, unload and stock merchandise as needed.
- Adhere to all approved company policies and procedures.
- Report customer complaints to Yard Foreman or Officers.
- Inventory goods and notify Yard Foreman of shortages and needed goods to be ordered.
- Perform other related duties as assigned.

Supervisory Responsibilities:

Skills:

- Customer Service
- Basic Math Skills
- Basic Reading Skills
- Lifting up to 100 pounds

Education/Training: Experience: Prior lumber yard experience helpful. Prior building materials experience helpful.

Certifications/Licenses:

Position Reports to: