

## Heeter Lumber Inc. Job Descriptions



**Job Title:** YARD: Lumber & Building Material Sales

**Position Description:** The Yard position will be responsible to manage the lumber and building material storage areas and ensure the customers get the material they have purchased

**Reports to:** Individual Store Manager

**Duties & Responsibilities:**

- General Expectations:
  - In this position you will mostly work outside or in an unconditioned space
  - Organized, punctual, and be on time to work;
  - Please note duties, responsibilities, and activities may change at any time with or without notice; and
  - Abide by Company Safety Program and Policies while performing duties.
- Communication Expectations:
  - Keeps management aware of any delays, discrepancies, and damaged machinery or inventory; and
  - Greeting and assisting customers
- Inventory Processing:
  - Load, unload & stock lumber, building supplies, & hardware;
  - Build loads for delivery and possibly make the delivery; CDL NOT REQUIRED
  - Responsible for quality control. No damaged product is to be sent out. No damaged raw material is to be accepted; and
  - Assist with annual physical inventory count.
- Essential Functions:
  - Operates forklift & front end loader, training provided;
  - Keep lumber yard and material storage areas clean, well organized and safe;
  - Prepare customer custom cut orders;
  - Clean and maintain work area and follows all safety rules and practices;
  - Move waste from working area of yard to dumpsters;
  - Follow all company policies and procedures;
  - Comply with all company safety policies, procedures, training, rules and guidelines;

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- Maintain a positive work environment by behaving and communicating in a professional, courteous, respectful, and ethical manner with customers, clients, co-workers and supervisors;
- Assist with sales and cashier duties when needed; and
- Keep trucks & vehicles cleaned and when time allows they are to be wiped down.

### **Qualifications:**

- Must have a valid PA driver's license and be able to meet insurability requirements of the company insurance program;
- Must meet the Department of Transportation (DOT) physical requirements and carry a physical exam card which is to be kept current according to DOT guidelines (paid for by the corporation); and
- High School graduate or GED equivalent with basic mathematical ability
- Sales experience preferred, but not required.

### **Things You Need to Know:**

- Full time position (40+ hours per week)
- Standard store hours:
  - M-F: 7:30am-4:30pm or 5:00pm
  - Sat: 7:30am-12:00pm

### **Physical Demands:**

- Ability to stand for an extended period of time;
- Move and handle boxes of merchandise and fixtures throughout the store which entails lifting;
- Must occasionally lift up to 80lbs (ex: Bags of concrete mix) and climb ladders or stairs to perform duties of the position; and
- Must wear protective devices as required by the company safety policy in the performance of the job.

**“Heeter Lumber Inc. is an Equal Opportunity Employer”**