**YARD PERSON**

**FULL OR PART-TIME**

The perfect candidate needs to be a strong and healthy individual, this is a physically demanding position working out in the elements all day long. They load, unload, and store materials using a variety of equipment including forklifts, pallet jacks, lumber carts, etc. They also greet and serve yard customers and should be familiar with inventory, prices, returns, and exchange policies. **Must have the ability to provide a high standard of customer service and contribute to a work environment in a positive and safe manner that fosters pride in being part of a winning team.** The Yard worker is directly responsible to the Yard Supervisor.

# DUTIES / RESPONSIBILITIES:

* Load and unload materials.
* Take all necessary safety precautions when handling freight, tools, and equipment.
* Store material in the correct location in the yard.
* Assist customers with advice, information, and/or help in gathering and loading orders.
* Keep the yard clean and the inventory neat and orderly.
* Be familiar with the locations of all inventory and equipment.
* Be familiar with the safe operation and maintenance of equipment, including a forklift, lumber cart, pallet jack, banding machine, etc.
* Assist customers in handling large or heavy items.
* Resolve customer complaints.
* Be aware of theft and take action, in line with company policy, to report or discourage it.
* Process special orders for non-stock items.
* Give customers timely notice of incoming special orders.
* Restock lumber bins, sheds, etc. when they are depleted.
* Deliver purchases and/or pick up returned goods.
* Receive incoming merchandise.
* Check incoming merchandise against orders or invoices to identify damaged goods, shortages, and backorders.
* Report any shortages, damaged goods, or backorders to your supervisor.
* Take telephone orders for merchandise.
* Make suggestions for rule or policy changes when such changes would improve sales, profits, efficiency, morale, and/or operations in general.
* Help in training new employees.
* Work on special projects assigned by your supervisor after determining their priority in relation to your other responsibilities.
* Work on additional duties and assignments as assigned by management. Other duties as assigned.
* Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

# PHYSICAL REQUIREMENTS:

* Must be able to move materials weighing up to 100 pounds (with another person) around the yard, placing them on or removing them from trucks, pallets, etc.
* Must be able to pack drywall.
* Must be able to aid in all deliveries of building supply materials.

# QUALIFICATIONS:

* Current/clean Class 5 Drivers License- abstract required.
* Ability to work a flexible schedule including weekends, evenings, and holidays.
* Ability to communicate effectively with customers, management, and employees.
* Ability to read and comprehend written and printed materials, as well as information presented in numerical form.
* Ability to work co-operatively in a team environment.
* Knowledge of building supplies along with experience in construction is an asset but we will train the right individual.
* Must be able to safely operate yard equipment and tools.
* Forklift experience is an asset but not a requirement as training is available.
* **Great customer service skills is absolutely a must!**

**INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:**

**Human Resources**

**HR@invermerehardware.ca**

**Invermere Home Hardware Building Centre**

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