

JOB DESCRIPTION

Job Title: Yard Associate (Equipment Operator)

Reports to: Yard Manager, Natural Stone Yard Manager, Yard Supervisors and Yard Team Leaders.

POSITION SUMMARY

The primary responsibility of the Yard Associate (Equipment Operator) is providing homeowners and contractors with assistance in the selection and loading of purchases while maintaining a clean and safe workplace.

RESPONSIBILITIES

- Ensure each customer receives outstanding service;
- Assist in loading and unloading products;
- Assist in bagging operations;
- Unload and verify supplier deliveries;
- Complete super sac orders;
- Check inventory levels; inform Yard Manager when product is low/out of stock;
- Complete daily inspections of equipment and other required forms;
- Aid customers in locating merchandise in the yard;
- Answer customer questions and provide information on products and policies;
- Transfer orders to deliveries area as needed and/or directed;
- Clean up strapping, plastic packaging, pieces of wood, and other various debris;
- Clean up, organize and dispose of damages as directed;
- Keep work area and yard organized and tidy;
- Monitor and empty the garbage totes and bins;
- Process sales for clean fill disposals and salt/winter products, dependent on the season;
- Support and assist other yard staff;
- Maintain awareness of all promotions and advertisements;

- Adhere to all health and safety procedures;
- Consistently exhibit behaviour reflective of the Arnts The Landscape Supplier Inc. professional image.

QUALIFICATIONS / KEY SKILL REQUIREMENTS

Licensed equipment operator.

- Ability to provide excellent customer service;
- Ability to effectively communicate both orally and in writing;
- Excellent math, problem solving and organizational skills;
- Be a fast learner and have the ability to perform multiple tasks at once;
- Be cheerful and come to work every day with a positive attitude;
- Ability to lift heavy materials;
- Comfortable working in a fast paced environment;
- Strong team player yet still able to work independently with minimal supervision;
- Commitment to the Arnts The Landscape Supplier Inc. mission statement.

SUPERVISORY RESPONSIBILITIES

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly required to work outdoors, subject to variations in temperature and weather, equipment noise and dust. The work can be repetitive and physically demanding, requiring frequent bending, kneeling, lifting, and shovelling.

- Must be able to lift and carry up to 25 pounds frequently and on occasion up to to 80 pounds;
- Must be able to work both day and night shifts – season dependent;
- Move and handle boxes of merchandise and products, which entails lifting;
- Frequent walking.

ADDITIONAL REQUIREMENTS

Steel toe boots required.

Will be required to perform other duties as requested, directed or assigned.