

## JOB DESCRIPTION

**Job Title: Yard Associate**

**Reports to:** Assistant-Yard Manager, Yard Manager and Natural Stone Yard Manager

### POSITION SUMMARY

The primary responsibility of the Yard Associate 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;
- Aid customers in locating merchandise in store and yard;
- Use hand tools, operate the drill press and make accurate cuts using various cutting tools (i.e. wet saw – training to be provided);
- Answer customer questions and provide information on products and policies;
- Ensure the sales office and yard is properly stocked with product;
- Keep work area and yard organized and tidy;
- Assist in loading and unloading products;
- 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**

- 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 80 pounds;
- Move and handle boxes of merchandise and products; which entails lifting;
- Frequent walking.

## **ADDITIONAL REQUIREMENTS**

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