



JOB DESCRIPTION

TITLE: Yard / Forklift Operator

STATUS: Non-Exempt, Hourly

REPORTS TO: Sales Manager and Yard Manager

DEPARTMENT: Yard

GENERAL PURPOSE

This position works closely with the manager and fellow Yard workers, focusing on customer service, the loading and unloading of delivery trucks, and maintaining a clean and safe yard environment.

Work hours: Typical weekly shifts include: M-F 7:00-4:00 pm or 8:00-5:00 pm, SAT 8:00-4:00 pm

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps customers with loading the product they have purchased in-store.
- Helps to build loads for Westside delivery trucks.
- Helps to unload vendor trucks bringing deliveries to Westside.
- Cleans and maintains warehouse and yard spaces for safety and appearance.
- Follows all safety rules and protocols.

OTHER DUTIES

- Assists in the training of other employees as needed.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education, Experience and Licensing

- High School diploma, GED or equivalent.
- Safe and incident-free driving record with a valid Washington State license.
- Ability to pass a pre-employment drug screening and future random screenings.

Knowledge, Skills and Abilities

- Math and measurement aptitude and willingness to learn new skills.
- Ability to work independently under general direction and to complete daily activities.
- Ability to provide punctual, dependable attendance.
- Ability to perform physical labor under all weather conditions and to lift and carry heavy objects.
- Good communication skills in providing outstanding customer service.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly works in outdoor weather conditions and near moving mechanical parts. May travel to delivery locations in Whatcom, Skagit, Island and San Juan Counties. Must frequently lift and/or move 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand on ladder, reach, bend, kneel, turn, twist, and to use hands to finger, handle, or feel objects, tools or controls.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.