**JOB DESCRIPTION**

**Delivery Driver/ Yard Associate**

**Summary**

Our Delivery Driver/ Yard Associate is committed to achieving Home Hardware’s service standards, while providing the customers with the best shopping experience possible. Deliver Driver/ Yard Associate’s primary responsibility is to ensure the proper loading (secure and protected from elements) and delivery of lumber orders as well as proper vehicle inspections. Secondarily, they are responsible for completing assigned tasks in the yard, including serving customers, building loads for delivery, tidying lifts of lumber, and maintaining a clean lumber shed and yard.

**Core Competencies**

* Customer service oriented;
* Ability to work outside in all conditions;
* 100% committed to a safe work environment;
* Related experience and knowledge;
* Knowledge of local routes and roadways.
* Excellent listening, communication, and interpersonal skills;
* Ability to work independently or with a team;
* Previous forklift experiences an asset;
* Must possess a valid AZ/DZ driver’s license and have a good driving record.

**Job Responsibilities**

* Deliver the product to customers in a timely and safe manner;
* Proper maintenance and cleanliness of all work vehicles;
* Greet customers warmly and ensure a good customer experience;
* Quickly learn yard and lumber shed layout;
* Assist Home Hardware customers in loading product safely and efficiently;
* Check invoices and verify correct product is provided;
* Assist with the daily upkeep of the department including off-loading trucks, culling lumber, organizing stock, cleaning, price labelling, & maintaining pallets/stock;
* Maintain a clean and safe work environment for employees and customers;
* Opening and closing duties as needed in the Yard;
* Ability to perform physical work with medium and heavy lifting on a regular basis;
* Comply with policies and procedures regarding loss prevention, breakage of goods and health and safety;
* Perform other duties as requested by the supervisor.

This position reports to the **General Manager**, **Yard Foreman**, and the **Yard Supervisor**.

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**