

Cooperative Farmers Elevator

Position Description & Accountability

DATE: April 15, 2019

JOB TITLE: Yard Laborer/Delivery Driver

REPORTS TO: Lumber Location Manager

LOCATION: Spirit Lake Lumber

CLASSIFICATION: Full time

Position Objective

To perform all aspects of loading or unloading lumber and/or building supplies at the lumber yard and drive a company vehicle to deliver lumber, building materials and other building supplies to customer's home, construction site or place of business.

Yard Laborer/Delivery Driver

- Assist in lumber yard stocking, loading, unloading, and organizing of products and materials
- Assist customers with product and material questions
- Operate forklift to load and unload product and materials
- Accurately build loads and prepare materials for delivery before delivery takes place
- Unload incoming freight as to not damage the incoming goods or the equipment that belongs to the carrier or to CFE
- Assist with housekeeping to ensure a safe, clean and well organized lumber yard
- Deliver product and materials to homeowners and job sites using company equipment
- Complete and maintain driving and delivery records

Inform supervisor of outstanding conditions

- Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department

Safety and Compliance

Uphold cooperative policies

- Follow and comply with all laws and regulations both State and Federal
- Uphold all cooperative policies
- Attend Employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

Other Duties

Perform other duties as assigned by management

- Favorable feedback is received from all department managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance
- Perform other duties as assigned by management

Basic Qualifications:

- High School Diploma, GED or equivalent combination of education and experience
- Class A CDL license (or must be able to obtain within 60 days)
- Ability to work long seasonal hours

- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills
- Basic math skills

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee (Print & Sign): _____ *Date:* _____