



**Title:** Yard Operations

**Department:** All Wholesale Locations

**Reports To:** Wholesale Operations Manager

**JOB SUMMARY:** Work as a member of the Lurvey Supply Operations Team to provide our customers with outstanding service. Load our customers' vehicles with their purchased materials and give a pleasant last impression. Abide by and model – **EVERYBODY SERVES!**

**Duties and Responsibilities include:**

- Greet and thank customers for their visit and their business
- Maintain a visible presence in and around the yard
- Maintain a neat, clean and organized loading area
- Expedite customer assistance by coordinating with available sales staff
- Assist with traffic flow in the yard and parking lot
- Other duties as assigned, varying seasonally

**Knowledge, Skills, and Abilities include:**

- Willingness to learn our inventory and procedures (with proper training)
- Ability to work as a team member in a fast-paced environment, where multi-tasking is essential
- Strong problem-solving skills
- Ability to complete tasks in the appropriate time frame and respond to requests in a timely fashion
- Physical overall requirements include heavy-duty work (exerting up to 100 lbs. occasionally, 50 lbs. frequently and up to 20 lbs. constantly)
- Other physical activities include climbing (using feet and legs and/or hand and arms), stooping and/or crouching (bending your body downward), reaching, standing for sustained periods of time, walking for long distances, pushing (pressing with steady force), pulling (drawing and/or hauling objects), lifting (moving objects vertically and/or horizontally), grasping objects, talking (speaking detailed information) and hearing (perceiving sound)
- Visual acuity to operate motor vehicles and/or heavy equipment
- Ability to handle hazards such as moving vehicles, moving mechanical parts and working in high places



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- Ability to handle fumes, odors, dust, gases or poor ventilation
- Ability to work indoors and outdoors (subject to cold, heat, humidity and other adverse conditions)
- Bilingual (English/Spanish) is required

**Credentials and Experience:**

- Prior customer service experience

*We offer medical insurance, sick/personal days and 401k matching.*

*This job description has been approved by all levels of management:*

*Manager* \_\_\_\_\_

*HR* \_\_\_\_\_

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

*Employee* \_\_\_\_\_ *Date* \_\_\_\_\_