**Job Description**

**Position:** H09

**Category:** Full time-Nonexempt

**Title:** Yardworker/Truck driver

**Reports To:** Location Manager/Agronomist

To deliver and work in the yard or office as needed and to construct projects in a

manner that will optimize the market share and savings, improve the efficiency, help achieve the mission and goals, and result in customer service.

**Position Responsibilities:**

The yard worker/truckdriver responsibilities involve carpentry, maintaining inventories,

maintaining the yard, customer service, delivery and pick-up, reporting, operations,

service, safety and maintenance, and other duties as assigned by management.

The yardworker/truckdriver will maintain a positive attitude that promotes team work

and a favorable image.

**Job Duties:**

***Yard Worker***

The yard worker will assist the yard supervisor in maintaining inventories.

Customer service involves assisting customers at the counter.

Serve customers in a friendly and courteous manner while ensuring that all sales are properly recorded.

The yard worker will uphold cooperative policies, perform other duties as assigned by

management, and will enforce and uphold the cooperative’s credit policy.

***Truck Driver***

Deliver product to and pick up product from specified locations

Develop and maintain an efficient routing system

Ensure sales tickets are made out prior to loading or delivery

Develop and maintain an organized and efficient loading and unloading system

Unload merchandise according to customers' requests

Verify all items listed on the work order or sales ticket are loaded and delivered

Provide the customer with an accurate sales ticket and collect payment if needed

Communicate safe storage and handling procedures to customers

Ensure reporting is up to date to include invoicing all product deliveries promptly and accurately, submitting daily trip reports, and informing your supervisor of outstanding conditions.

Deliver quality service which involves maintaining customer service that will result in greater sales.

Deliver orders safely to include using extreme caution.

Observe OSHA, state, and federal safety regulations

Follow all company and regulatory agency safety policies

Maintain a valid commercial driver’s license

Operate and maintain the delivery vehicle

Perform other duties as assigned by management

**Physical Requirements:**

Including but not limited to prolonged periods of standing and sitting, working in confined spaces and from heights, bending, kneeling, climbing stairs and ladders, working in a variety of conditions (heat, cold, dust, etc), lift up to 65 pounds unassisted.

*Employee Acknowledgement*

*I have read the job description and am able to perform the job functions listed above.*

Employee Name Date: