

# M & M Barn Sales Yard Employee Job Description

**Yard employee is responsible for unloading incoming deliveries, pulling orders, and coordinating with delivery drivers to assist in loading orders on outgoing deliveries.**

## **Additional responsibilities include**

- Loading customer pickup orders, both call ahead orders and drive-up customer orders
- Staging any curbside/afterhours orders
- Using current software to create packing slips and other related support documents for dispatch/delivery personnel. At times, yard employees will need to fill the “Counter Sales” position which involves ringing out drive-in customers by creating sales receipts/invoices.
- Stock resale material that arrives
- Bend trim for occasional customer sale
- Perform general housekeeping: sweeping buildings, mowing/trimming, washing vehicles
- Perform occasional light maintenance such as: Oil changes, changing flat tires, etc.
- Maintain property in winter by cindering, plowing snow, de-icing concrete areas, etc.

This position will report to the Yard Manager, who in turn reports to the Owners.

## **Necessary character traits**

Yard employee must be motivated, a self-starter, and be willing to take ownership of the job by taking initiative. All employees are expected to be polite and professional to both customers and coworkers & management. All employees are also expected to immediately notify management of any workplace issues so they can be resolved and all parties can move forward.

## **Hours**

Hours are expected to be 40 hours from approx April 1-December 1. Overtime is rare but possible occasionally as workers fill in for one another and as large workload occasionally requires overtime. From December 1-April 1 partial layoff is POSSIBLE and 20-25 hours/week has been traditionally required of yard workers during the winter months. Saturday work is required as we are Open Saturdays from April 1- Dec 31. 1-2 Saturdays (8-NOON) per month would be required.

Valid Drivers License, Clean Drug History, and High School Diploma required. Please contact Loren @ (814)334-5452 or email: [mmbarnsales@hotmail.com](mailto:mmbarnsales@hotmail.com) if interested.