

## **JOB DESCRIPTION**

### **WARHOUSE/YARD I (WY I)**

**DIVISION:** Warehouse Department

**JOB TITLE:** Warehouse/Yard I (WY I)

**JOB NUMBER:** 5005

**REPORTS TO:** Warehouse-Yard Operations Manager (WOM)

**JOB PURPOSE:** This is an entry level position providing warehouse and yard support and contact for customers and employees in the warehouse department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

In addition to the day-to-day operational duties required in warehouse and yard operations, the Warehouse/Yard I (WY I) is responsible for:

- New employee in-training (1 day – 1 year) to learn procedures, policies, job duties and responsibilities listed below.
- Communicate any areas where additional training or knowledge is required to perform duties and responsibilities as required.
- Assist experienced warehouse/yard employees as directed by WOM
- Greet, acknowledge, and assist customers with loading and/or unloading materials. The customer is always the first priority at Capps.
- Loading of products in vehicle for customers
- Replenish stock inventory locations
- Unload customer returns and restock in correct stocking location after checking condition and writing check-in return slip
- Maintain clean, organized, and culled assigned yard and warehouse locations
- Maintain, check, and clean forklifts
- Perform cycle counts as directed by WOM
- Compliance with safety procedures and material handling procedures.
- Monitor inventory stock levels and inform WOM when inventory gets low.
- Vigilance in safeguarding Capps' inventory and property.
- Provide complete and accurate feedback and communication

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Accomplishes all tasks as appropriately assigned or requested by WOM.

## **QUALIFICATIONS**

- **Experience, Competencies and Education**

- Minimum of High School Graduation
- Ability to tolerate physical and mental stress job demands.
- Capable of lifting and carrying heavy (50–100 lb.) objects.
- Experienced in the safety and operation of forklift preferred
- Knowledge of construction building materials preferred
- Ability to work varied hours/days as business dictates

- **Language skills**

Ability to communicate in a professional manner

- **Mathematical skills**

Ability to apply basic mathematical concepts related to job. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions, and decimals.

- **APPEARANCE AND ATTITUDE**

Appropriately neat and clean attire is required to make favorable impressions and to reflect the image of Capps in a professional manner.

Must maintain positive attitude and possess adequate skills to respond correctly when dealing with irate, upset, or abusive customers.

## **ACCOUNTABILITIES AND MEASURES**

- Customer service
- Safety
- Assigned area of responsibility - product fully stocked, clean, and priced
- Timely completion of duties
- Ability to apply training received to increased knowledge and satisfactory execution of customer service and duties

## **AMERICANS WITH DISABILITIES SPECIFICATIONS**

### **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Essential Physical Functions**

- Talking – Expressing or exchanging ideas through the spoken word in English.
- Hearing – Perceiving the nature of sounds of the English language by the ear.
- Reaching – Extending hands and arms in any direction.
- Handling – Seizing, holding, grasping, turning, or otherwise working with the hand or hands.
- Seeing – acuity, far – Clarity of vision at 20 feet or more.  
Acuity, near – Clarity of vision at 20 inches or less.
- Depth perception – Three-dimensional vision. The ability to judge distance and space relationships to see objects where and as they are.
- Lifting – Heavy work - raising or lowering an object from one level to another (includes upward pulling).
- Carrying – Heavy work; transporting an object, usually holding it in the hands or arms or on the shoulder.
- Pushing – Heavy work - exerting force upon an object, usually holding it in the hands or arms or on the shoulder.
- Pulling – Heavy work; exerting force upon an object so that the object moves toward the force (includes jerking).
- Capable of lifting and carrying heavy (50–100 lb.) objects over hazardous terrain.
- Ability to meet the physical requirements of the job, or ability to meet the physical requirements of the job with reasonable accommodation.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is normally exposed to weather conditions.

The noise level in the work environment is usually moderate to high.

**SIGNATURES**

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**