



Job Posting

Position Title: **YARD WORKER**
Job Type: **FULL TIME**

WINDSOR PLYWOOD

We specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and specialty wood products. Our goal is simple – **focus on our customer's needs and provide outstanding customer service**. We're more than a local building supply company, and our business model is also very different. Most of our locations are family affairs – independently locally owned and operated, not top-down like most franchise groups. We carry high quality, responsibly sourced products and are committed to providing outstanding value and personalized, one-on-one service to all of our customers. We are proud to have been in business 50 years with stores across Canada and in the Pacific Northwest region of the United States.

SUMMARY OF POSITION

The Yard Worker is critical to the successful operation of a Windsor Plywood Store. It is responsible for products & materials entering, stored & leaving the Yard and the Store. This includes responsibility for sorting, picking, replenishment, yard cleaning, transfers, and inventory control. The Yard Worker is driven to produce high-paced quality results that create positive first impressions for customers upon entering the yard.

THE BENEFITS

- ✓ Gain experience working with a Building Supply Company in business for **50+ years**
- ✓ Competitive Pay | Extended Health Benefit Program
 - *Dental, Pharmaceutical, Travel Insurance, Life | LTD insurance*
- ✓ Paid vacation time
- ✓ Yard team not required to regularly work Evenings, Sundays & Statutory Holidays
- ✓ Consistent, safe, healthy & temperature-controlled work environment
- ✓ Employee Mental Health & Well-Being program and resources
- ✓ **PERKS:** Employee deep-discounted pricing on all products | Paid-training opportunity

KEY RESPONSIBILITIES

- Ensure every customer experience exceeds the customer's expectations – **go the extra-mile**"
- Shipping & Receiving | Ensuring all inventory leaving/entering Yard has appropriate paper-work
- Order picking, pulling, palletizing, staging & loading
- Assisting Contractors and other customers with locating products
- Loading & unloading of Transport Trucks, Deliveries & Customer vehicles
- Operate Forklift & Deliver Vehicle in a diligent, professional & safe manner
- Customer off-site deliveries & maintenance of equipment, buildings and landscaping
- Actively monitor material organization, stocking levels, & accuracy in Yard
- Diligently follow Check-lists, policies, processes & procedures



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- Maintain a safe & positive work-environment

KEY REQUIREMENTS

- Minimum Grade 12 Education | Prior Yard experience is an asset
- Applicants with prior Building Material Supply experience will be given preference. However, applicants will professional skills from other industries will be strongly considered and provided industry training from Windsor Plywood.
- Strong work ethic and self-motivated/self-directed, with an ability to work independently using sound judgment, logical reasoning skills, and intuition
- Excellent verbal and written communication skills in English
- Prioritize tasks and manage time effectively, always mindful of the customer
- Flexible, honest, acting in all situations with professionalism and integrity
- Able to deal with changes, delays, or unexpected events in a professional & timely manner
- Permanent resident and Drivers License are preferred

WORKING CONDITIONS

Positional Tasks

- Walking 35%
- Standing 25%
- Lifting 15%
- Carrying (up to 66lbs) 10%
- Trunk Rotation 5%
- Sitting (Forklift/Driving) 5%
- Pushing/Pulling 3%
- Stair/Ladder Climbing 2%

Regularly Lifting up to **66lbs** (*bag of cement*) including the following types:

- Low-level & waist level 50%
- Above-shoulder 15%
- Front carry 20%
- Shoulder-carry 15%

Operating Forklift (*15-20 Hours/week*) – Sit-Down Counter Balance 5000lb Capacity

- Visual acute ability – peripheral, depth perception, low-light, rain/wind/snow
- Jarring/Jolting exposure – asphalt, un-even pavement, gravel
- Vibration exposure – asphalt, un-even pavement, gravel

Pushing & Pulling (*350lb pallet*) including the following types:

- Pushing Stationary & Walking 50%
- Pulling Stationary & Walking 50%

Positional Tasks

- Stool-sitting, Forward Bending, Trunk Rotation, Standing, Walking, Shoveling

Climbing

- Stairs, Ladders, Lumber Piles

Visual ability to use Computer screens & read small-labels

Auditory ability to use telephone hand-set

Exposure to some wood dust & debris



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Working flexible hours – including Saturdays & special events
Busy, high-volume work environment
Engaging with Contractors, DIYers, & Home-Owners

Applicants must be legally entitled to work in the Country without sponsorship. We thank you for your interest; however, only those selected for an interview will be contacted.