**RONA Gimli**

**JOB TITLE:** **Yard Foreman**

**REPORTING TO: Store Manager / Yard Manager**

**JOB OVERVIEW:**

* Yard Foreman responsible for directing and assisting full time and part time staff in the overall duties of yard including; loading and unloading of company delivery vehicles, customer and contractor vehicles, receiving and maintaining inventory, and general overall appearance of the yard.
* Co-ordinates delivery of product to various customers and contractors including bunching orders. High attention to detail and instruction on all aspects of customer paperwork.
* Co-ordination and efficiencies of deliveries on a day-to-day basis.
* Cross checks physical inventory to computer codes on a regular basis.
* Liaison with Assistant General Manager and General Manager on a regular basis regarding deliveries to customers

**RESPONSIBILITIES & DUTIES: (Including, but not limited to):**

* Assists customers and contractors to find product, load/unload vehicles
* Has knowledge and certification on the operation of yard forklifts / trucks
* Can efficiently and safely operate saws in the shop
* Assists and directs staff in ensuring yard, shop, special order areas and trucks are kept clean and in a presentable condition representing the company
* Assists or directs with unloading transport trucks with product for the store and yard
* Assists or directs with loading, photos and bunching orders for delivery
* Ensures part time and full time yard staff are familiar with products being loaded and proper documentation is presented for returns with appropriate invoices for product and goods leaving the yard
* Supervisory skills required in goal-setting for part time and full time yard staff
* Trains new and existing yard staff
* Schedules yearly inspections and general maintenance of all yard equipment and vehicles.
* Occasionally assists with seasonal duties such as grass cutting, snow shovelling and snow ploughing.
* Attends Health and Safety Committee meetings and training as requested by store management
* Has solid knowledge in the industry on all products stored in the yard
* Ensures proper material handling techniques for minimal damage to yard inventory
* Adheres to all rules and regulations while driving company vehicles
* Completes log book information on vehicles as required
* Ability to trouble shoot solutions in a sometimes fast paced environment with non-scheduled or unknown truck schedules arriving on a daily basis.
* Able to work outside in adverse weather conditions
* Assumes other duties as assigned by the Store Manager.
* Complies with inventory control procedures, along with safety rules and regulations
* Achieves established goals for position, while encouraging and maintaining a strong “team” atmosphere with other employees and management.

**QUALIFICATIONS:**

* 2 – 3 years job related experience
* Attention to detail with counts, lumber grades, etc. while loading customer vehicles
* Courteous with customers and contractors
* Active listening skills as paging of customers and their requirements are relayed from main store
* Neatly groomed representing company in a professional manner
* Ability to work weekends
* Heavy lifting required on occasional basis– 50 plus pounds
* Clean driving record
* Appropriate up to date certificates & licenses for equipment & vehicles.
* Clean criminal record