

Position Objective and Responsibilities

Job Title: Yard Carpenter

Reports To: _____ in the
_____ department.

Position Objective

To assist the yard supervisor in the yard or office as needed and to construct projects in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The yard carpenter's responsibilities involve carpentry, maintaining inventories, maintaining the yard, customer service, and other duties as assigned by management.

The yard carpenter will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Carpentry

Carpentry involves rafter construction and general fabrication.

Construct Rafters

1. Set up and construct rafters to specifications and in a timely manner

Perform General Fabrication

1. Construct portable buildings to specifications and in a timely manner
2. Complete other projects to specifications and in a timely manner

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Inventory

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

1. Unload incoming freight
2. Check all in-shipments for accuracy against the bill of lading; check packing slips for proper quantity; and note any damage

Maintenance

Maintenance involves assisting the yard supervisor in maintaining yard equipment and facilities.

1. Maintain equipment and facilities as scheduled or needed
2. Maintain clean and orderly inventory and yard area
3. Arrange seasonal material

Customer Service

Customer service involves assisting customers at the counter.

1. Serve customers in a friendly and courteous manner
2. Ensure that all sales are properly recorded
3. Load and deliver all sales in a timely manner

Other Duties

The yard carpenter will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative's credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current