



EMPLOYMENT OPPORTUNITY WITH SASKATOON CO-OP

Position: Yard & Warehouse Clerk

Responsibilities:

- To provide information, assistance and service to customers in a manner which will promote the sale of merchandise and meet the needs, requirements and expectations of the consumer.
- To assist in the preparation of orders for delivery as required.
- To assist the unloading and be responsible for the storage of a variety of delivered building materials, including the safe operation of a forklift as assigned.
- To perform general housekeeping duties in the yard and warehouse areas including:
 - Keeping yard and stockpiles neat.
 - Keeping warehouse neat and tidy.
 - Keeping warehouse aisles and yard driveways free of obstruction.
 - Observing safety regulations, eliminating hazardous conditions where possible.
 - Replenishing stocks in bins as required.
- To be responsible for the care of forklifts, tools, and equipment in the yard and warehouse as assigned.
- To operate the saw(s) as directed adhering always to all safety measures and to maintain the saw shop area to the housekeeping standards of the Association.
- To notify the Warehouse and Yard Supervisor of low stock items.
- To maintain a good standard of appearance and personal hygiene, to obtain clean uniforms on a regular basis as provided and to wear hard hats while working in yard and warehouse.
- To maintain a constant alert against the unauthorized removal of merchandise.
- To come to work with a positive, professional approach and attitude.
- To be dependable for all scheduled shifts.
- To be familiar with and adhere to all Saskatoon Co-op policies and procedures.
- To perform other duties as assigned.

Qualifications

- Applicants must be strongly service-oriented and motivated, and capable of serving and assisting customers in a courteous and efficient manner.
- Applicants must have completed Grade XII or equivalent.
- Applicants must be prepared to increase product knowledge and improve selling techniques through special courses, product clinics and training sessions.
- Applicants must possess sufficient knowledge and experience of Lumber and Building materials to effectively operate in all areas of the department.

If you are interested in this job posting please apply to Saskatoon Co-op Human Resources, located upstairs in the Avenue C Home Centre (311 Circle Dr. West).