

# Island Home Center & Lumber

We are seeking a hard-working individual to join our warehouse team. We are focused on a teamwork environment that is fast paced and customer service centered. We are looking for an individual with a positive attitude, a willingness to learn, and a hard work ethic to be a positive asset to our company.

## Job Summary

Responsible for specialized warehouse tasks in loading, unloading, order pulling, shipping, returns, forklift, or may have a generalized role working in all departments.

## Major Tasks, Responsibilities, and Key Accountabilities

- Complete tasks such as loading, unloading, counting, sorting, picking, stocking, staging, and transportation of goods (non-CDL).
- Load and unload materials to and from designated storage area, such as racks, shelves, or vehicles. Stack or pile materials, such as lumber, boards, or pallets
- Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
- Verify computations against physical count of stock.
- Maintains condition of work area (i.e. free of trash, product in correct location, etc.). Follows company safety policies and procedures and encourages other associates to do the same.
- Receive and fill orders or sell supplies, materials, and products to installers and subcontractors.
- May drive truck to pick up incoming stock or deliver materials to designated locations or operate forklift or other machinery in order to complete tasks.
- Performs other duties as assigned.

## Nature and Scope

- Selects correct processes from clearly prescribed rules, past practices, or instruction. Seeks advice and guidance on non-routine or problem areas from supervisor. Deviations from the norm are cleared by the supervisor.

- Under close supervision, exercises limited latitude/independent judgment. Work typically involves detailed checks or close review of output by a senior coworker and/or supervisor.

### **Work Environment**

- Typically located in a comfortable environment but with regular exposure to factors that may cause noticeable discomfort or a moderate risk of accident or illness, such as temperature extremes, moving machinery, loud noises, and fumes.
- Ability to lift and carry up to 50 pounds in a physical environment. Ability to stand for periods of time up to and exceeding 60 minutes. Ability to make repetitive movements, such as using a 10-key or calculator, bending, or squatting.

### **Education and Experience**

- HS Diploma or GED strongly preferred. 0-2 years of experience in area of responsibility.

NOTE: If commuting off island, we will pay your ferry fees!

### **Preferred Qualifications**

- Knowledge of lumber, building materials, machines, and tools.
- Forklift experience.
- Age 18+

Job Type: Full-time

Salary: \$18.00 - \$28.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Paid time off

- Vision insurance

Payment frequency:

- Paid biweekly

Schedule:

- 8 hour shift
- Day shift
- Weekends as needed

Education:

- High school or equivalent (Preferred)

Experience:

- Warehouse experience: 1 year (Preferred)

Language:

- English (Preferred)

Work Location: In person