Assistant Yard/Warehouse Worker

John Shelton Pipe, Inc., Morgan Hill, CA 95037

John Shelton Pipe, Inc. is the leading provider of drainage, septic systems and water storage systems and erosion mitigation products. Our location enables us to service the San Francisco Bay area and the Monterey Bay Area on a daily basis. Our business has always been based on service to our customers by responding to their needs of a quality product, delivered in a timely manner.

Why settle for a lesser job when you can have a rewarding career with John Shelton Pipe, Inc.

JOB DESCRIPTION – Assistant Yard/Warehouse Worker

The primary focus of this position is the day-to-day management of the company warehouse, yard and surrounding areas. This is a working assistant lead position.

JOB REQUIREMENTS

Responsibilities:

Provide support and yard management for day-to-day job completion.

- Bi-lingual - Must speak fluent English with Spanish (California dialect) as a second language.
- "Clean" driving record. No current (one year) moving violations. Provide copy of current CA-DMV driving record.
- Assure deliveries from vendors are inspected, received, inventoried and put in designated pick homes.
- Assure customer product orders are accurately picked and staged for the following day deliveries.
- Manager Project board to assure maintenance and repairs are logged and executed in a timely manner.
- Conducing periodic safety checks (PPE and ensuring policies are being followed)
- Coaching and training part time yard workers if/when necessary.
- Documents work completed and verifies pick orders are complete, back orders identified and posted on the Delivery Board.
- Pull the product necessary to support delivered and walk in orders.
- Ensures the yard/warehouse are both organized and are free of debris and potential hazards daily.
- Acknowledge receipt/delivery of freight by signing the relevant documents and stating any irregularities applicable. Report hazardous cargo and any irregularities (damages, pilferage, "short" conditions) immediately to supervisor. If possible photo document any damages before receiving.
- Assure receiving documentation is signed off and items counted. Assure documentation is delivered to the "Inbound Freight Tag" basket.
- Assure accurate labeling of freight by double-checking that marks on freight and warehouse receipt numbers correspond to the transport documentation.
- Operate all equipment by keeping the safety of the personnel and freight in mind.
- Report hazardous cargo and any irregularities (damages, pilferage, "short" conditions) immediately to supervisor. If possible photo document any damages before receiving.
- Keep warehouse and yard are neat, clean and organized.
- Assure property and surrounding areas are maintained and free of trash.
- Advise supervisor(s) immediately of any equipment failure dangerous situations.
- Advise supervisor(s) of the need to re-order supplies to avoid outages.
- Monitor product inventory levels and report shortages.

Growth Opportunities:

- Assist customers in product selection.
- Provide accurate hand tags transaction execution/payment using cash, debit or credit cards.
- Provide inventory cycle count/spot check inventory report assistance.

Experience:

- 1-2 Years' experience with general labor and general repairs
- High School Diploma
- Warehouse organization preferred
- Fork Lift Operation preferred
- Intermediate computer skills (e-mail, spreadsheets, word processing, database)preferred.

REVIEW
This position is subject to a bi-annual review.

John Shelton Pipe, Inc. is committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other protected status with respect to recruitment, hiring, promotion and other terms and conditions of employment. John Shelton Pipe, Inc. takes affirmative action in support of this policy to employ and advance in employment individuals who are minorities, women, disabled, and veterans.

JOB SNAPSHOT

Employment Type	Full-Time
Job Type	Construction, Skilled Labor - Trades, Transportation
Education	Not Specified
Experience	Not Specified
Manages Others	Not Specified
Industry	Construction, Drainage Pipe, Transportation
Required Travel	Occasional product delivery/pick-up