



**Plaiasted
Companies**
INCORPORATED

OPERATING PROCEDURE

40.3220
Revision C

Task and Duty List
Block Yard Lead

Prepared By: Cindy Pauly
Landscape Store Manager

1.0 PURPOSE OF POSITION

- 1.1 The Block Yard Lead is to perform the tasks assigned and maintain the store warehouse and yard in good clean order assisting customers as needed.

2.0 REPORTING RELATIONSHIPS

- 3.1 The Block Yard Lead reports to the Store Manager and/or Assistant Manager
- 3.2 The following positions report to this position:
 - 3.2.1 Block Yard Assistant
- 3.3 Willing to work overtime and Saturdays as season demands

3.0 REQUIREMENTS

- 3.1 Education:
 - 3.1.1 Required: None
 - 3.1.2 Preferred: High School Diploma
- 3.2 Licensing/Registration/Certification
 - 3.2.1 Required: Operators License
 - 3.2.1 Preferred: None
- 3.3 Experience:
 - 3.3.1 Required: Forklift Experience
 - 3.3.2 Preferred: One year experience in a warehouse environment
- 3.4 Skills, Knowledge and Abilities
 - 3.4.1 Demonstrate the proven ability to work with and contribute to a work team.
 - 3.4.2 Must have mathematical aptitude, written and verbal communication skills.
 - 3.4.3 Experience and awareness of maintenance and repair practices.
- 3.5 Physical:
 - 3.5.1 Must be able to sit or stand for prolonged periods. This position will be occasionally required to lie down, bend and stoop.
 - 3.5.2 Must have sufficient mobility to navigate through the warehouse. Must be able to lift up to 75 pounds utilizing team lifting or mechanical assistance as needed.
 - 3.5.3 Must be able to see and hear normal maintenance equipment.

- 3.5.4 Must be able to clearly see and distinguish colors and patterns.
- 3.6 Mental:
 - 3.6.1 Must have the ability to use and understand simple arithmetic and algebraic equations.
 - 3.6.1 Must be able to effectively communicate with a predominately English-speaking customer base.
 - 3.6.2 Must be able to work in an enclosed environment with other people.
- 3.7 Environment:
 - 3.7.1 The outside storage areas are not environmentally controlled and are subject to the extremes of the local environment.
 - 3.7.2 The loading and unloading of material may require work outside the warehouse and will be subject to the extremes of local environment particularly heat and cold.

4.0 DUTIES AND PERFORMANCE MEASURES

- 4.1 Performs operator maintenance on all store equipment/rentals referring to maintenance when repairs and servicing are required. Assembles products such as wheelbarrows, etc. as required.
- 4.2 Maintains the outside storage yard in a clean serviceable condition with access to all products. The yard must present a professional appearance to customers. Vehicles and equipment always clean for use.
- 4.3 Ensures that the Landscape Store storage areas are kept secure, clean and organized so that store inventory is easily available. Restocks Landscape Store with inventory as needed.
- 4.4 Monitors the inventory levels of product stored in the warehouse and yard, notifying the Store Manager whenever inventory levels go below the assigned stocking levels.
- 4.5 Greets customers promptly and professionally, ensuring that the selected product and quantities match the customer receipt and assist in loading the purchased items.
- 4.6 Conducts themselves in a very professional and courteous manner when dealing with retail customers and contractors.
- 4.7 Reports to the Store Manager knowledge of upcoming projects.
- 4.8 Communicates over the radio in a professional and courteous manner.

- 4.9 Unloading received shipments of products as needed processing the paperwork per the current receiving procedure. Hand loading is required.
- 4.10 Assist in maintaining the storage yard and warehouse areas in compliance with OSHA regulations to include first aid, fall hazard and fire extinguishers.
- 4.11 Continually seek methods of controlling and reducing costs.
- 4.12 Maintains cooperative working relationships with other employee's and administrative personnel.
- 4.13 Respects the confidentiality of the company, customers and personnel information.
- 4.14 Always at work punctually in order to ensure that customer service may be maintained.
- 4.15 Makes the best use of time during working hours. Seeks guidance and direction as necessary for the performance of duties.
- 4.16 Maintains a well-groomed, professional appearance appropriate for the position and situation. Wearing the company uniform when at work.
- 4.17 Other duties as assigned. This would include helping out in other departments that you may be assigned to.

5.0 ACKNOWLEDGMENTS

5.1 I have read, reviewed and understood the above Task and Duty List. I have received a copy of the Task and Duty List and any questions I had about it have been answered to my satisfaction. Furthermore, I agree and understand that the company retains the right to change or modify this Task and Duty List any time and will provide me with written revisions and addendum prior to the installation of the new policies and requirements.

5.2 I acknowledge that I will be evaluated with respect to my overall performance. I also acknowledge the following criteria for evaluation:

Plus (+)	=	Exemplary
Plus/Minus (+/-)	=	Satisfactory
Minus (-)	=	Unacceptable

5.3 The Evaluation Form and Report is attached to this Task and Duty List. I acknowledge that if I fail to perform my duties as described in this Task and Duty List I will be subject to the following consequences:

- 1st offense – Written warning that will go in employee’s file
- 2nd offense – 3 days unpaid leave from work
- 3rd offense – Termination

5.4 It is understood and agreed that this Task and Duty List is intended to serve as a listing of the requirements for this position, it is not intended as a contract for employment, nor does it guarantee employment for any period of time.

Block Yard Lead

Store Manager

Date

Date

Evaluation Form and Report

Consideration has been given in establishing an evaluation system that reflects the development of evaluating task performance on a line item basis. This is where specific performance highlights or concerns can best be located and addressed and where future performance can be benchmarked and tracked against prior performance.

Store/Warehouse/Block Yard Lead: _____
Store Manager: _____
Reviewed By: _____

1. Indicate your opinion of the employee's performance by entering the number that best indicates the employee's performance for each statement.
 2. A rating **must** be entered for each statement.
 3. Do not allow unusual circumstances or personal feelings to influence your evaluation of performance.
 4. The scoring of performance evaluations is determined on a scale (+) (+/-) (-)
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- _____ Team Player – Passionately working together to achieve a common goal
- _____ Honesty/Integrity – Earning Trust through our everyday actions
- _____ Enthusiastic/Energetic/Positive - Making each day rewarding and fun
- _____ Customer Above All Else - Taking the extra step to provide the best customer experience
- _____ Commitment to Excellence - Making each product and service to the best of our ability
- _____ Performs operator maintenance on all store equipment referring to maintenance when repairs and servicing are required.
- _____ Maintains the outside storage yard in a clean serviceable condition with access to all products. The yard must present a professional appearance to customers.
- _____ Ensures that the Landscape Store storage areas are kept secure, clean and organized so that store inventory is easily available.
- _____ Monitors the inventory levels of product stored in the warehouse and yard, notifying the Store Manager whenever inventory levels go below the assigned stocking levels.
- _____ Greets customers promptly and professionally, ensuring that the selected product and quantities match the customer receipt and assist in loading the purchased items.
- _____ Conducts themselves in a very professional and courteous manner when dealing with retail customers and contractors.
- _____ Reports to the Store Manager knowledge of upcoming projects.
- _____ Communicates over the radio in a professional and courteous manner.

- _____ Unloading received shipments of products as needed processing the paperwork per the current receiving procedure.
- _____ Assist in maintaining the storage yard and warehouse areas in compliance with OSHA regulations to include first aid, fall hazard and fire extinguishers.
- _____ Continually seek methods of controlling and reducing costs.
- _____ Maintains cooperative working relationships with other employee's and administrative personnel.
- _____ Respects the confidentiality of the company, customers and personnel information.
- _____ Always at work punctually in order to ensure that customer service may be maintained.
- _____ Makes the best use of time during working hours. Seeks guidance and direction as necessary for the performance of duties.
- _____ Maintains a well-groomed, professional appearance appropriate for the position and situation. Wearing the company uniform when at work.
- _____ Willing performs other duties as assigned. This would include helping out in other departments that you may be assigned to.

Yes/ No	Gets It _____	Wants it _____	Capacity _____
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Specific Difficulties during this Period of Review: _____

Areas for "Growth" and Recommended Plan of Action: _____

Plaisted Companies, Inc.
Position Description – Block Yard - Lead
40.3220C
Status: Non-Exempt (Hourly)

Date: 1/8/2021
Supersedes: 1/3/2018

Areas for “Concern” and Required Plan of Action: _____

Areas of Strength and Accomplishments: _____

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During the evaluation interview, discuss and record here the areas in which the employee has agreed to improve. Also record the things that you have agreed to do to help the employee improve.

Areas where you have agreed on the need to improve: _____

Action agreed to Achieve Improvement: _____

Employee Comments: _____

I have been shown this evaluation report and have had it explained to me. I have had my concerns and questions answered and have been free to write comments. I have also agreed to the action plans shown above for the improvement of my performance.

Block Yard Lead

Store Manager

Date

Date