

# Lumber Yard Gate Attendant

**SUMMARY:** Gate Attendant is responsible for stopping vehicles at the gate and ensuring the product information on the receipt matches the products taken.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Responsibilities include but are not limited to:

- Check the receipt for the correct product information.
- Scan the invoice information.
- The gate attendant will send customers inside for assistance if the product information on the receipt is incorrect.
- Stop trucks coming through the back gate and follow return procedures then producing proper documentation.
- Provide customer service with bulk materials and customer inquiries.
- Assist with the daily upkeep of the yard including organizing stock and cleaning.
- Maintain a clean and safe work environment for employees and customers.
- Opening and closing duties as needed in the Yard.

**QUALITY AND ATTRIBUTES:** The ideal candidate will have:

- Ability to operate a tractor for bulk materials.
- Comfortable using electronic devices.
- Attention to detail.
- Willing to work in all weather conditions – year-round.
- Able to work independently and with a team.
- 100% committed to maintaining a safe work environment.
- Ability to perform physical work with medium and heavy lifting on a regular basis.
- Knowledge of the building supply and construction industry an asset
- Solid communication and interpersonal skills

**BENEFITS (including but not limited to):**

- Competitive wages based on experience.
- Health, Dental, Group Life Insurance (once 3-month probation has been completed)
- Deferred Profit-Sharing Plan and RRSP Deduction Plan (after 12 months FT employment)

**What Other Companies may call this role:**

- Yard Worker
- Gate Worker

Job Type: Full-time



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SUPPLIES