



Job Description

Join a growing 100% Employee Owned and Operated Company!

Job Title: Building Materials Associate

Location: Truckee Mountain Hardware and Sports

Department: Building Materials

Reports to: Building Materials Manager

Employment Status/Type: Full Time or Part Time Available.

Compensation: \$13.50 + DOE

Job Summary

Greet and assist all guests of Mountain Hardware and Sports connecting them to the proper product and/or service. Assist guests with loading products and occasionally required to deliver Mountain Hardware and Sports products off property to customers. Maintains stock and organization of building materials products and services.

Duties and Responsibilities

- Encourages and demonstrates the Mountain Hardware and Sports culture of exceptional guest service, teamwork, innovation, and fun! Works well independently and with others. Enjoys “pitching in” whenever and wherever assistance is needed. No job is too small for any of our employees, if it serves our guests. Conducts and shows a high level of professionalism and courteousness to all guests. Values our safety culture, our Core Values, values employee ownership and operation, our local community, and maintaining a healthy, sustainable environment. Asks questions, shares concerns, or gives ideas on innovation and efficiencies that improve both the guests’ and employees’ experience.
- Drive and operate warehouse forklift
- Operate various power tools including but not limited to pipe threader, panel saw, chop saw, and drills
- Operate propane pump
- Greet all guests and customers when entering and leaving establishment
- Load customer vehicles upon request
- Assist in the loading and unloading of incoming and outgoing deliveries
- Assemble furniture, barbeques, and other products
- Maintain clean and tidy workspace
- Follow proper opening and closing procedures
- Attend all required safety meetings and training
- Ability to lift 50lbs. to 100 lbs.
- Requires continual physical activity including walking, standing, stooping, climbing, lifting and maneuvering heavy and/or awkward material and equipment

Skills and Qualifications



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties:

- Have excellent communication, analytical, and interpersonal skills.
- Ability to work in a fast-paced environment while maintaining a high level of accuracy and courtesy.
- Must be at least 18 years old.
- Must be able to work in the United States.
- Must have a valid driver's license with at least 3 years of driving experience.
- Driving record must meet our standards.
- Must be able to operate a warehouse forklift.
- Must be able to communicate effectively in English.
- Ladies and Gentlemen Need Apply.
- Must maintain a well-groomed and professional appearance.
- Must be able to wear a uniform.
- Must enjoy serving people and having fun!
- Must display top notch customer service skills.

- **Language Skills:**
 - Literate and fluent in English.
 - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
 - Additional language(s) desirable.
- **Mathematical Skills:**
 - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
 - Ability to apply concepts of basic algebra, geometry, and trigonometry.
 - Ability to calculate figures and amounts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.
- **Reasoning Ability:**
 - Ability to apply common sense understanding to carry out instructions furnished in oral, mathematical, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Education and/or Experience:**
 - No prior education or experience required
 - Prior customer service, outdoor focused retail, hardware, ski resort, or hospitality experience desirable.
- **Certificates, Licenses, and Registration:**
 - Valid Class C Driver License with a driving record meeting the minimum standards required by Mountain Hardware and Sports' insurance carrier.

Physical Demands



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, and walk; talk and hear; taste and smell; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Sometimes required to use the computer. Specific vision abilities required by this job include close vision, distant vision, color and peripheral vision, depth perception, and ability to adjust focus.
- Ability to lift/move 50 lbs. or more and occasionally lift and/or move up to 100 lbs.

Equipment Used

- Telephones, PC, database, office supplies, and filing cabinets
- Handheld radio
- Industrial warehousing equipment and supplies; forklift, box crusher, unpackaging equipment. Etc.
- Cash registers
- Snow removal equipment

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Harsh outside weather conditions.
- Occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration.
- Noise level in the work environment is usually loud.
- Frequently exposed to moving mechanical parts.
- Large indoor/outdoor work area environment.

Employee Name: _____

Employee Signature: _____

Date: _____

Employment with Mountain Hardware and Sports/Truckee Rents is “at will” for no definite period of time. The employee may terminate employment at any time without notice or cause, and so too can Mountain Hardware and Sports/Truckee Rents terminate employment relationship at any time without notice or cause.