



## GENERAL POSTING

---

Position: Warehouse Associate III (4)  
Business: Standards of Excellence  
Location: Richmond, CA  
Reports to: Marco Flores  
Job Type: Full-time (40 hours)  
Pay Rate: Hourly

---

### POSITION SUMMARY:

Warehouse III associate functions as the Drivers' Helper and assists with delivery and installation of products.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists with delivery and installation of appliances and plumbing products to homes or other locations.
- Follows installation directions and instructions of delivery driver.
- Assists in the connection of wire and cords, overall prep of certain products / jobs as directed.
- Loads truck.
- Issues or obtains customer signature on receipt for pickup or delivery.
- Maintains active forklift certification.
- Responsible for executing all safety protocols.
- Cleans inside of truck.
- Performs routine inspections on vehicle.
- Ethics: Treats people with respect and keeps commitments. Inspires the trust of others. Works ethically and with integrity. Upholds organizational values.
- Diversity: Demonstrates knowledge of EEO policy. Shows respect and sensitivity to cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

## **EDUCATION and/or EXPERIENCE**

- High School Diploma or equivalent
- Three months to one year experience in warehouse and/or installations
- Valid drivers' license
- Experience and ability to drive both standard and automatic transmissions.
- Forklift certified.

## **LANGUAGE SKILLS**

- Demonstrated communication skills
- Demonstrated ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrated ability to read and write in English
- Demonstrated ability to read complex model numbers

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

- Ability to lift 50 lbs
- Ability to move heavy objects (up to 700lbs) with proper equipment