



OFFICE SUPPLY
ON DEMAND

Job Description

TITLE: PT-FT Furniture Driver/Installer
REVISED: January 2014
REPORTS TO: Warehouse Manager

Position Information:

The Furniture Drivers will be responsible for the delivery of furniture from the warehouse and installation at the customer's location.

Duties and Responsibilities:

- Assists with receiving and unloading of furniture and equipment
- Processes all paperwork, receiving/shipping tickets, standard stock requisition form, etc. Assists with deliveries.
- Stocks, stores, and moves all materials, supplies, and equipment to storage areas.
- Delivers and picks up furniture, equipment, and supplies
- Assists in maintaining cleanliness of warehouse areas
- Assembly of furniture and equipment – basic hand tool knowledge
- Adheres to all safety rules, regulations, district policies and state laws pertaining to the operation of company vehicles
- Uses Hydraulic jack, forklift, hand truck
- Perform related work as required
- Maintain satisfactory attendance and punctuality
- Project a positive attitude for the benefit of our customers and fellow employees
- Read, understand and adhere to all rules, regulations and procedures as required by Monarch
- Ensure that all work performed is thorough, accurate and completed in a timely fashion
- Work effectively without supervision

Health and Safety Responsibilities:

- Work in compliance with the provisions of the Occupational Health and Safety Act (OHSA), regulations, and internal health and safety policies and procedures
- Use or wear the equipment, protective devices or clothing required by Monarch
- Report to the supervisor any missing or defective equipment or protective device which could endanger someone
- Report to supervisor any contravention of the OHSA regulations, or Monarch safety policies and procedure by another employee and customer
- Report any observed hazards to the supervisor
- Do NOT remove or make ineffective any protective device without providing an adequate temporary substitute. When the work is complete, the original protective device must be replaced immediately
- Do NOT use or operate any equipment, machine, device, or thing, or otherwise work in a manner that may endanger anyone

- Do NOT engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Know, understand and implement safe work practices and procedures
- Know understand and employ established rules and procedures for handling materials, equipment and processes (e.g. use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended
- Attend required safety training programs (e.g. safe lifting), and apply the knowledge gained from these training sessions
- Not to lift anything over 50 lbs above the shoulder by yourself, this is a two person lift.
- Report all injuries, incidents and unusual conditions immediately to supervisor
- Inspect work area daily and report any hazards immediately to supervisor

Qualifications:

- High School Diploma or equivalent
- Must have a valid and current Class G drivers license with a clean abstract
- Ability to write reports business correspondence, etc.
- Ability to effectively present information and respond to questions from administrators, staff and the general public
- Ability to work with mathematical concepts
- Ability to interface effectively with other departments
- Must have the ability for heavy lifting
- Knowledge of mailing procedures (Canpar, Purolator, etc.)
- Must be familiar with and capable of operating warehouse-handling equipment (i.e. hydraulic jack, forklift, hand truck, etc.) efficiently
- Ability to solve practical problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to accurately perform assigned tasks
- Ability to perform duties with awareness
- Ability to promote harmonious working relationships with staff and outside business representatives
- Possesses excellent oral and written communication skills and interpersonal relationship skills

Working Conditions:

While performing the duties of this job, the employee is frequently required to stoop, reach, stand walk, lift, pull, grasp, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 90 pounds of material, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is moderate. He will alternate between sitting and standing for eight hours per day. He will also be operating a motor vehicle and cell phone. He will be required to drive in possible

inclement weather to drop off orders. He or she will work in and out of the office, in the office temperature is moderated and a well-lit environment. Outside the weather will vary.

Note:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, or technological developments).

Employee Statement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract or employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Employee's Name

Employee's Signature

Date