



WINDOW & DOOR

"For All Your Window & Door Needs Since 1956"

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Job Description

Position: Warehouse Assistant

General Purpose:

Assists the Warehouse Foreman in the receipt and delivery of all residential and commercial products and materials using established procedures and guidelines; maintains all materials, products, and supplies in an orderly and efficient manor in the warehouse; assists and maintains safe work area; provides exceptional customer service.

Essential Responsibilities and Duties:

1. Responsible for maintaining, organizing, and warehousing all windows, doors, glass, insulated glass, mirrors, trim, materials, and supplies.
2. Compares delivery records to purchase orders for accuracy
3. Safely arranges, stores, maintains, batches, and organizes products, materials, and supplies in warehouse for efficient access and retrieval
4. Expedites retrieval and assists others in locating and gathering all materials for customer installation utilizing customer pick tickets and order sheets
5. Gathers all customer products for delivery, verifying proper quantities and specifications pursuant with the order.
6. Loads all materials, products, and supplies for delivery, safely securing materials to avoid product damage, and unloads the same products at the customer's job site. Obtains signatures from customers to acknowledge the pick-up or delivery of undamaged products, including proper quantities and specifications per the order.
7. Organize deliveries to conserve time and energy costs, meeting required customer deadlines and time expectations.
8. Performs various repairs of windows, screens, doors, glass, and other products.
9. Maintains job installation daily work sheets for time and materials used, and other records as needed.
10. Coordinates with installation personnel, office personnel, other installers, warehouse, and delivery personnel on daily activities scheduled.
11. Performs a variety of general labor duties including keeping job site clean and safe, disposing of unnecessary materials.
12. Maintains vehicle, equipment, and tools in working order.
13. Perform related duties and responsibilities as required.

Job Qualifications:

Knowledge of:

- OSHA safety policies and compliance with safety requirements.
- All safety requirements and hazardous safety glazing applications and locations.
- Power tools and equipment, and all other hand tools associated with the installation of glass or mirrors.
- Basic mathematical calculations.

Ability to:

- Deliver exceptional customer service.
- Decide, establish, lay out and plan the activities and materials required for proper deliveries.
- Operate all power and hand tools and equipment.
- Establish and adjust work procedures to meet installation schedules.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Understand and maintain confidentiality of company information/records.
- Establish and maintain effective working relationships.
- Lift up to 100 lbs. with assistance or up to 50 lbs unassisted.
- Climb ladders, work in both outdoor and indoor environments, continuous walking, standing, bending, climbing, kneeling, lifting, pulling and/or pushing of items.
- Wear required personal safety equipment as needed, to include safety glasses, gloves and hard hat.
- Maintain valid Colorado Class “R” Driver’s License.

Training and Experience Guidelines

Training:

High School diploma or GED equivalent

Experience:

Related warehouse and stocking experience preferred.

August 2019

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.