

# **Blackledge Furniture - Warehouse Delivery Staff Position Outline**

Our warehouse – delivery positions are “Full – Time” working 5 days per week, other than Sunday, from 8:35 AM to 5:30 PM with a 1-hour unpaid lunch period and 10-minute breaks in the morning and afternoon. Work schedules are fixed and based on our scheduling needs with day preferences usually based on seniority. However, there is usually potential to change a day off in a particular week by pre-request. During times when we are open on Sunday, an alternative schedule may be available, working Sundays from 11:45 AM to 5:00 PM and 4 other standard days, with half hour unpaid lunch breaks on the 4 standard days, and one 10-minute break on Sunday. Both are paid for 39.59 hours of work, although fewer hours are actually worked on the Sunday schedule.

“Part -Time” on a generally fixed prearranged schedule from 16 to 32 hours per week with lunch hours and morning and afternoon breaks depending on work schedule.

## **Work tasks include:**

Receiving, off-loading, inspecting, correctly labeling, and proper warehousing of freight shipments. Product unpacking, partial assembly, inspection, adjustment of doors, drawers, mechanisms, and other moving elements. Inspection of product finish or fabric and correction of defects, damage, or soiling and touch up of finish.

Placement of floor sample product into our store displays. Proper selection, safe loading and efficient delivery of sold products throughout the mid valley area in 16’ box trucks. Floor sample placement and in-home delivery requires carrying of product as part of a two-person team, and safe, careful, placement, often in tight clearance situations.

Regular cleanup and maintenance of vehicles, equipment, buildings and property.

## **Required skills:**

- The ability to safely lift and carry bulky 50 – 75-pound loads using proper safe lifting and carrying procedures and equipment.
- Ability to follow our company safety standards as a member of our safety committee.
- Ability to clearly read and match product identification numbers, and carefulness in accurately labeling and selecting products.
- Ability to safely and efficiently move, unpack, and assemble products for floor samples or delivery.
- Ability to carefully inspect product and detect and report product defects.
- Ability, after proper training, to either repair product defects to our standards or timely refer them to one of our service technicians for correction. This includes the ability to

safely and properly use basic woodworking hand and power tools, as well as wood stains, finishes, and solvents.

- Ability to communicate well and properly interact with the public and other staff to provide a positive and professional image of our business at all times.
- Have proper US employment documents and usually a valid Driver's License and driving record free of serious or multiple citations or accidents. We check driving records, and other data bases on all new employees, and test for drug use. Have the ability to safely drive and back 16' cab-over box trucks in tight situations. Some positions may also be available for non-qualified drivers.

### **Compensation:**

Our warehouse-delivery staff compensation system has two parts. You will receive an hourly base wage, set based on our evaluation of your skills to meet our job requirements. Future increases in base wage are based on demonstrated work skills, productivity, and adherence to our company policies and standard business procedures, as well as assignment of additional job responsibilities. Standard benefits include Paid Personal Leave (for sick leave or vacation) starting on the date of employment, a simple IRA retirement plan with company match starting after the first year of employment, life insurance, and purchase discounts on our product for your use.

At the end of each month, we also pay a monthly "profit sharing" Delivery Bonus based on monthly productivity of the warehouse-delivery staff and workplace safety. The Bonus is based on .1% of the retail price of freight received each month; .3% of the merchandise delivered; and .4% of the value of floor samples prepared and transferred to the floor up to 1 per SKU number per month. In addition, there is a group safety bonus of \$250 for months in which we have no reportable workplace injuries, and varying special monthly incentives for targeted job performance. These typically build a fund of about \$1500 per month which is divided among the warehouse delivery staff based on FTE time worked. Prior to payment, we deduct on either an individual or group basis, the cost of avoidable damage, quality control errors, and policy violations which cost us more than our expected costs. These standard deduction amounts are included in our policy manual which we will email you, if we make you a job offer. Typical bonus amounts are \$225-\$275 per month, per FTE staff person potentially adding \$1.50 + per hour based on 171 hours worked per month. The Bonus is not paid for the first partial month of employment because of training costs, or in the final partial month unless the employee has provided two weeks' notice of resignation.