

Job Title: Yard Support Staff
Location: Norton, Massachusetts
Employment Type: Full-Time



Old Station Outdoor & Landscape Supply is a leading provider of high-quality outdoor and landscape supplies for commercial and residential customers. With a broad selection of products and a commitment to exceptional customer service, we have become a trusted name in the industry. We value our employees and encourage career development and enhancement within our growing company.

Job Summary

We are looking for a hardworking and detail-oriented Yard Support Staff to join our team. This role involves separating, loading, and unloading orders, assisting customers with materials, and maintaining an organized yard. The ideal candidate is reliable, safety-conscious, and willing to take on a variety of tasks to support the yard's daily operations.

Key Responsibilities

- Load and unload materials for customers and deliveries using proper equipment and techniques.
- Separate and organize materials for customer orders, ensuring accuracy and attention to detail.
- Assist customers in selecting and loading products while providing excellent service.
- Maintain an organized and clean yard by following procedures for storing materials.
- Perform routine inspections of equipment and report any maintenance needs or issues.
- Follow safety protocols and use equipment safely and responsibly.
- Assist with inventory counts and notify the team of low stock or discrepancies.
- Perform general yard maintenance tasks, such as sweeping, organizing, and disposing of waste materials.
- Collaborate with team members to ensure smooth daily operations.

Qualifications

- Fluency in English and Portuguese is required; Spanish is highly encouraged.
- Previous experience in a yard, warehouse, or outdoor supplies role is preferred but not required.
- Valid Driver's License with a clean driving record.
- Forklift Certification (required).
- DOT Card (required).
- Strong organizational skills and attention to detail.
- Physical ability to lift up to 50 lbs and work outdoors in various weather conditions.
- Safety-conscious with a commitment to following procedures and protocols.
- Reliable, self-motivated, and able to work independently or as part of a team.
- Excellent communication and customer service skills.

Work Schedule

- Monday through Friday: 7:00 AM – 5:00 PM
- Saturdays: 7:00 AM – 12:00 PM

What We Offer

- Competitive base pay with opportunities for overtime.
- 2 weeks paid vacation annually (not during blackout dates from April to October).
- 5 sick days annually.
- Paid holidays: New Year's Day, Labor Day, Independence Day, Memorial Day, Thanksgiving Day, and Christmas Day.
- Health insurance: 60% employer-paid.
- Simple IRA retirement plan: 3% employer match.
- Employee discounts on products and services.
- Comprehensive training on products and sales techniques.
- Career development and growth opportunities within the company.
- A supportive and collaborative team environment.

Disclaimer: The details outlined in this job description are intended to provide a general overview of the position. They are not exhaustive and may be subject to change based on the needs of the company.

To Apply: Submit your resume and a brief cover letter to melissa@oldstationsupply.com explaining your interest in the position and relevant experience.