

MOVE CREW MEMBER JOB DESCRIPTION

Position Title: Move Crew Member
FLSA Status: Non-Exempt
Department Name: Market Ready
Supervisor's Title: Michael McCrea

PRIMARY PURPOSE AND FUNCTION

Responsible for loading, delivery set up and pick up of rented furniture. The crew member is also expected to assist in the warehouse moving furniture and preparing inventory and consignments sold for delivery.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Moving furniture and goods
- Driving the moving truck when needed
- Assist in warehouse work
- Assemble and disassemble furniture
- Practice integrity, reliability and honesty in all business transactions
- Refrain from engaging in negative conversations about employees and customers
- Project a positive company image at all times
- Work with co-workers as a team to ensure success
- Other duties as assigned

KNOWLEDGE AND SKILL

- Ability to assemble, disassemble and navigate furniture thru obstacles and stairways
- Ability to demonstrate strong customer service skills
- Demonstrated problem solving and people skills
- High School Diploma or equivalency preferred
- Proven oral and written skills required

PHYSICAL DEMANDS

- Physical lifting and moving

COMPANY POLICY/PROCEDURE COMPLIANCE

- Follow all company policies and procedures as stated in the employee handbook as well as all local, state, and federal laws concerning employment to include, but not limited to: I-9 information, EEOC.
- The company does not tolerate sexually or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination and are to be reported to management immediately.
- Maintain confidentiality of company records and information at all times.
- Maintain a professional image.

ACKNOWLEDGEMENT

I have acknowledged the receipt of my job description and understand the responsibilities, duties, and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

I, as an employee, know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly understand that my employment is terminable at any time at the will of either the company or myself.

I am also aware that this position will include any and all (various) duties assigned to ensure the proper functioning of operations in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is determined by the company to be a reasonable assignment to the position.

Employee Name (Printed) Employee Signature Date

Supervisor Name/Title (Printed) Supervisor Signature Date

FOR COMPANY USE ONLY

Prepared By:

Name Title Date Signature

Reviewed By:

Name Title Date Signature