



Job Description

Updated 8-1-11

Job Title: Yard Manager

Summary

The Yard Manager has the responsibility for all store activities in the Store Manager's absence. If working with the Assistant Store Manager the two should share the execution of store operations. The Yard Manager must exemplify the company's culture through the execution of the Mission and Values. Additionally, a successful Yard Manager will demonstrate aggressive customer service at all times, effectively lead all store associates and is responsible for total store operations in the absence of the Store Manager (in conjunction with the Assistant Store Manager if present). The Yard Manager must have expertise in company culture, merchandising, shrink control and operational aspects of the store. A successful Yard Manager must be knowledgeable of the local market, customer base, seasonality opportunities, competitors and other specifics of the local market that may influence the business. The Yard Manager is a role model, a leader, problem-solver, and strategic thinker, who must manage her/his time to help achieve budgeted goals. The Yard Manager is responsible for instilling Marvin's Mission and Values in all associates and ensures the entire store operates according to Marvin's operational guidelines.

Essential Duties and Responsibilities, Include but are not limited to

- A. Exemplify and ensure Marvin's Mission and Values remain forefront in daily business as well as keeping all associates informed as to store and company expectations and news
- B. Ensure aggressive customer service is defined to associates and demonstrated as part of total store operations to exceed customer expectations
- C. Assist in achieving store budgeted goals through her or his key associates and/or her or his own actions
- D. Properly merchandising the yard and ensuring that associates provide aggressive customer service to meet the customer's needs and to exceed the customer's expectations
- E. Verify that merchandise is received, stored, and merchandised according to established procedures
- F. Monitoring deliveries procedures so that merchandise is loaded and delivered on time and customers coming to pick up merchandise are processed promptly and courteously



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- G. Acting to solve problems immediately upon their discovery and reporting issues to the Store Manager and or company official
 - H. Scheduling and shipping materials by company trucks
 - I. Receiving of all outside freight
 - J. Planning each day's activities, discussing the plan with team members and ensuring that the plan is executed
 - K. Maintaining company standards on housekeeping and equipment, the general condition and merchandising of the Yard, lawn & garden and store front

 - L. Monitoring shipping functions to assure that it is being done accurately, in accordance with company policy, and on a timely basis
 - M. Must be certified in all areas in the store to include but are not limited to inside and outside forklifts, DOT, CDL (if required) , gate, receiving and service desk
 - N. Must complete the HCI product knowledge course, be able to complete opening and closing procedures and master all store customer service skills to include, but are not limited to banding lumber, cutting keys, mixing paint, keying locks and cutting flooring
 - O. Other functions as assigned by her/his supervisor
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Qualifications

Must demonstrate excellent leadership and problem solving skills. Be able to manage with limited supervision. They must have good oral/written communication skills in order to effectively interact with customers, vendors and other associates. A successful Yard Manager must understand aggressive customer service and be team-oriented. They must have good management and organizational skills. Additionally, they must understand and interpret data presented in statistical or numerical form and be able to use it effectively in assessing and coordinating the merchandise and operational aspects of the store operations in the absence of the Store Manager and in conjunction with the Assistant Store Manager. They must be detail oriented and handle multiple tasks in a fast paced environment. They must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 50 lbs., handle large odd shaped items, and stock items in overhead areas. Finally, they must be able to work a flexible schedule including weekends, evenings, and holidays.



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This job is a salary position with eligibility for bonus based on store four wall performance vs. budget four wall. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and consideration will be given to Marvin's candidates with experience.

Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.

I have read my job description and understand it.

Print Name

Signature

Date