



D&D Mulch and Landscape, Inc.

Retail Yard Manager Job Description

Job Background:

D&D Mulch and Landscape, a local company selling exterior yard products (loam, mulch, decorative stone) and construction aggregates (gravel, sand, fill, stone), is expanding its operation and looking for an experienced person to add to their growing team.

This seasonal full-time position has been created to increase sales to new customers, as well as within established customer base of contractors, landscapers, and residential customers. It also consists of office administrative duties.

The Retail Yard Manager is the manager in charge of a D&D retail location. These locations are seasonally operated, opening in approximately April and running through sometime between Halloween and Thanksgiving. A Retail Yard Manager is hired around when a retail location opens and terminated when the retail location closes.

This is a new position with a lot of growth potential for the right person. Our company has many long-term employees who have developed personally and professionally with our company over the last 25 years.

Job Responsibilities:

The Retail Yard Manager is expected to:

- Open the retail facility in the morning
- Close the retail facility in the evening
- Review and respond to all email and voice messages that come in overnight
- Receive orders and take payment from customers
- Assist walk-in customers in the product yard
- Operate front-end loaders to load customers
- Establish a delivery schedule, assign trucks to drivers, and assign drivers to deliveries
- Manage product inventory by entering orders into the D&D computer system and assure the retail location has sufficient inventory for operation
- Contact existing and prospective customers to promote the sale of D&D's products
- Handle any complaints or grievances from customers
- Communicate with management regarding the everyday operation of the facility

Enhanced Responsibilities:

The busiest portion of the season is from April to June. During this time, the Retail Yard Manager also directs the work of one or two other full time employees. These employees include loader operators and dump truck drivers who load and deliver D&D's products. Their work is reviewed, scheduled, supervised, and directed by the Retail Yard Manager, who also handles their complaints. The reviews created by the Retail Yard Manager are used by D&D's General Manager for recommendations of hiring, firing, and promoting these employees.

Required Education:

- High School or equivalent