

## **Laborer Job Description**

### **Company Overview:**

*Maher Bros./Riley Moving is a provider of moving and storage services in the state of Iowa. Established in 1922 Maher Bros./Riley Moving is an agent for Allied Van Lines.*

### **Position Summary:**

This position will carry furniture and boxes between the house and truck. This position will assist the driver with padding furniture and loading the truck.

### **Location:**

Cedar Rapids/Iowa City, Iowa

Des Moines, Iowa

Davenport, Iowa

### **General Job Duties:**

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Organization, and must conduct themselves with behavior that supports these values.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and/or deadlines, as well as checking voicemails and/or emails as appropriate.
- All employees are expected to escalate issues as necessary.
- All employees must conduct themselves in a respectful and professional manner as outlined in the Company's code of ethics and conduct, as found in the policy book.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by management for one or all members of the team.
- All employees must occasionally collaborate with the leadership team to create, revise, and maintain accurate job descriptions.

### **Essential Job Functions:**

- Maintain a clean, physically safe, and orderly work area.
- Be available from 7:00 AM and 7:00 PM for emergencies.
- Occasionally work weekends.
- Be proficient in providing all services Maher Bros. provides, including storage.
- Move furniture without damaging any property.
- Take direction from driver and execute that direction on your own.
- Work and coordinate with dispatch and warehouse personnel.
- Comply with Maher Bros. safety rules and regulations, particularly the Employee Handbook.

### **Cross Training Requirements:**

- This position is responsible for willingly cross training with their warehouse peers to the point of covering all basic responsibilities in the case of their absence.

### **Position Requirements:**

The requirements listed below are representative of the knowledge skills and abilities required. Employees who do not possess the requirements for a job at the time of hire will not be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills and Experience:

- Capable of working effectively independently and in a team environment
- Must be self-motivated, goal and detail oriented
- Flexible and adaptable to changing work environment
- Ability to prioritize multiple tasks and manage time efficiently
- Must pass a background check according to our Safety Manual on eligibility for employment
- Effective listening skills
- Maintain manual labor for up to 8 hours.

Language Requirements: The primary language of the Organization is English. Excellent communication skills, are defined as the ability to:

- Actively listen for total comprehension
- Ask questions that enhance the understanding of a certain topic
- Relay information and/or instruction in a descriptive and understandable fashion in both written and verbal forms

Reasoning Ability Requirements:

Basic-level reasoning skills are required for schedule management, taking direction from one's supervisor, and excellent customer service.

Physical Requirements:

Occasional lifting up to 100 pounds, may be necessary from time to time. Must be able to sit long periods of time in the truck (up to 4 hours a day).

**FLSA Status:**

Non-exempt: These employees are regularly scheduled to work 29 hours or less per week and paid hourly. This position is considered part time.

**Schedule Expectations:**

This position is Monday-Friday 8:00am-5:00pm with occasional weekend work.

**Supervision Requirements:**

This position has no supervisory duties.

This position reports to: Local Dispatcher