



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
www.coloradonga.org

## Job Posting

# Yard Manager and FOH Lead

**Date Posted:** February 15, 2024

**Company:** Rivendell Distribution Inc., Glenwood Springs, Colorado

**Please Contact:**

John Rischmiller

[jrischmiller@rivendelldistribution.com](mailto:jrischmiller@rivendelldistribution.com)

970-945-2568

**Compensation:**

\$23 - \$25/hourly

**Start Date:**

March 25, 2024

Rivendell Distribution is seeking a highly motivated and results-oriented individual to join our team as a Yard Manager & Front of House Lead (FOH). In this dual role, you will be responsible for overseeing the efficient operation of both our yard and front-of-house areas, ensuring smooth workflows, excellent customer service, and adherence to safety protocols.

### Yard Management

- Oversee the daily operations of the yard, including inventory management, equipment maintenance, and coordinating deliveries.
- Ensure the safe and efficient loading and unloading of all materials and deliveries via forklift.
- Conduct routine safety inspections, ensuring yard and warehouse are clear of debris or any hazards present.
- Maintain accurate records of inventory and incoming deliveries, keeping product fully stocked and rotated properly.
- Assisting with outdoor landscaping needs, ensuring the business front is always presentable and inviting.

### Front-of-House Leadership

- Lead and assist front desk associate with all front-of-house sales, addressing and answering customer questions and concerns to ensure a positive client experience.
- Develop and implement operational procedures to optimize efficiency and guest satisfaction.
- Preparing outbound ecommerce orders.
- Understanding of product knowledge and applications.
- Resolve customer concerns and complaints promptly and professionally.
- Maintaining a clean and welcoming front of house space. (Office, Seed Room, Warehouse)
- Assisting front desk associate with phone calls and customer service support as needed.



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### **Qualifications**

- Minimum of 1 years of experience in a leadership role, preferably in a warehouse or landscaping setting.
- Strong understanding of inventory management and logistics principles.
- Excellent communication and interpersonal skills.
- Ability to multitask and work effectively in a fast-paced environment.
- Positive and customer-focused attitude.
- Strong understanding of ecommerce or POS systems to ensure efficient guest experience.
- Ability to drive fork lift preferred.

### **Benefits**

- Competitive pay
- Employee Discounts
- Opportunity to work in a dynamic and growing company.
- Positive and supportive work environment.