



Guard Shack Associate | Weekend Part-Time Position

Ensure the security of the grounds as well as overseeing paperwork for outgoing loads.

- SCHEDULED HOURS:**
- Friday: 3:00pm – 6:30pm
 - Saturday: 7:45am – 12pm
 - Sunday: 7:45am – 9:00-pm
 - Top candidate would work at least 3 weekends per month, but we would work with scheduling for time off needs.

ESSENTIAL FUNCTIONS: Daily job responsibilities/functions to include, but not limited to:

- Screen traffic for legitimacy of being on grounds
- Gather and disseminate information from varying departments
- Records and check trucks for time, truck, route and trailer; disseminates special route information as needed and assists with inter-company mail or packages for the routes.
- Help drivers obtain supplies they might need to help safety deliver loads; such as gloves, glass cleaner, etc.
- Document items such as: temps, names, time, routes, truck number, trailer number, do9lly number on outbound and inbound H&S trucks.
- Send nightly report of inbound company trucks @ midnight
- Ensure loads are on the right trailers with corresponding paperwork
- Check and record that temperatures are within range and trailers sealed prior to loads leaving the premises
- Notify shop and drivers of any equipment defects noticed, such as fluid leaks, lights, dollies locked to trailer, etc.
- Monitor road and weather condition to act as a liaison between drivers and transportation management.
- Help over-the-road carriers know where to park, how and when to check back in

Job Requirements:

- High school education or equivalency
- Working knowledge of office equipment
- Ability to do data entry work
- Personable and friendly demeanor
- Knowledge of trucks, airbrakes, trailers and evaporators is helpful, but not required

Physical Requirements:

- Frequent moving to leave the shack to check incoming vehicles, and to inspect and check outgoing trucks
- Regular requirements associated with office related duties

Benefits:

- Immediate: Eligible for Paid holidays
- 30 days: Discounted products
- 60 days: Medical, Dental, Vision and Life insurance eligibility, 2 PTO days
- 1 year: 401k eligibility, 7 PTO days, STD



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