

Hejny Rentals, Inc.

Contractor, Lawn & Garden, and Party Equipment Rentals
1829 White Bear Ave. - Maplewood, MN 55109
Phone: 651-770-3841 – Fax: 651-770-1725
www.hejnyrental.com

Job Description – Rental Yard Associate

Position Tasks & Activities:

Introduce customers to new lines of equipment that would fulfill their project needs. Check rental contracts to be sure the right equipment goes out.
Set out equipment in outside display area each morning and remove equipment from outside display area each evening. Check fluid levels and test operation of equipment before loading.
Instruct customers in the proper use of equipment and demonstrate operation when necessary.
Fill propane cylinders.
Load and unload equipment. Make minor repairs to equipment.
Clean and service vehicles and equipment according to company procedure. Maintain a clean and professional appearance.
Keep work area clean and stocked with service tags and fuel. Deliver and pick up equipment and supplies as needed.
Check equipment for damage upon return, report damage and fill out service tags for all returned equipment.
Organize equipment in yard. Maintain clean physical facilities.
Adhere to all company policies, procedures, rules and regulations in written or verbal form. Comply with government safety requirements and other regulations and security in store. Attend department, store and safety meetings.
Perform other duties as requested.

Nature of the Work:

The work is typically very physical and demanding, both from strength requirements and the stamina required. Janitorial/yard responsibilities, both inside and outside the premises, are also involved. Will train customers on the safe operation of the equipment and assist both the customers and delivery personnel with loading and unloading of equipment.

Hours:

30-40 hours per week Monday through Sunday required with weekends. Flexible scheduling—will work around school schedules.

Working Conditions:

This position requires constant interaction with co-workers and with the public. Frequent lifting and a significant degree of walking, bending, pushing and transporting objects of various weights and dimensions is required. Employees must stand for long periods of time. Some work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. The majority of work is completed outside, with varying weather conditions. Employees may have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard; hence a sense of smell is required.

Need It. Rent It!

Education, Skills & Requirements:

Must be able to lift approximately 70 lbs.

Must have and maintain a valid driver's license.

Must possess customer relation skills.

Must maintain a professional personal appearance.

Must be able to use mathematics to solve problems.

Must speak English clearly and write legibly. The ability to speak other languages is a plus.

Must maintain an acceptable attendance record.

Must have a full range of motion and dexterity.

Must be able to understand and complete instructions furnished in written, oral or scheduled form.

Must maintain a cooperative working relationship with co-workers.

Need It. Rent It!