

# Move Team Member Job Description

## **What Chapel Hill Moving Co Offers**

- Starting hourly rate \$14.25
  - Room for growth based on time, performance and attitude
- 401K retirement matching program
- Part-time or Full-time schedule options
- Friendly, family-owned work environment
- Job skill training

## **Move Team Member Job Responsibilities and Expectations**

- Daily arrival 8:00AM
- Move preparation
  - Review Move “Job Sheet” daily to understand job scope
  - Prepare trucks
- On the job duties
  - Move household and commercial items with care
  - Wrap and protect items for transport
  - Drive up to 26 ft truck
  - Pack household and office items in boxes
  - Work as a team to make each move efficient
  - Clean and organize trucks
  - Make sound and reasonable judgements during challenging situations
  - Create and present moving invoice to customers
  - Provide information about Bill of Lading to customers
  - Account for all tools and equipment
- Professionalism
  - Maintain positive and friendly interpersonal relationships with management and fellow coworkers at all times
  - Maintain a courteous, helpful and hard working attitude throughout each move
  - Greet and speak to all customers with respect and professionalism
  - Exhibit professional appearance at all times
  - Be proactive in solving problems
- Stamina
  - Maintain pace throughout the day to ensure on-time moves
  - Physical health that allows for carrying heavy items

*All employees must pass a criminal background check and drug screening.*