



## WAREHOUSE ATTENDANT/DRIVER

### DELIVERING EXCELLENCE

Our Warehouse team members take pride in their work. After all, they know their job is about so much more than moving the best HVACR products in the industry and offering legendary customer service. It's about being on the frontline of fulfilling our core purpose: helping our families, communities, and businesses have safe and fresh food supplies and living with clean, healthy, and comfortable air. Somewhere, somehow, every order they touch impacts someone's quality of life. It's no wonder that our Warehouse teams act with such urgency, ensuring 100% accuracy on every transaction while maintaining a highly organized and efficient workspace. For them, it's personal, knowing their work matters. You'll love being part of our highly synchronized team that thrives on delivering excellence with an obsession for safety, accuracy, dependability, productivity, and results!

## SUCCESS FACTORS

## WAREHOUSE ATTENDANT/DRIVER DELIVERING EXCELLENCE

### SAFETY

We prioritize a “safety first and always” mindset in everything we do. Our team safely loads and unloads trucks, makes timely deliveries, and strictly follows all safety procedures without cutting corners. Our team members are expected to maintain non-CDL certifications, operate equipment such as belts, carts, and ladders responsibly, and stay fully aware of their surroundings. We expect adherence to traffic laws and take pride in maintaining a clean and safe driving record.

### EXTRAORDINARY SERVICE

Delivering excellent service is a centerpiece of our culture – and our Warehouse Assistants/Drivers always do their part! Whether picking products for will-call or making deliveries to job sites, they know accuracy and service are what sets us apart. As the face of Larson, our team members are expected to maintain a professional appearance and make positive first impressions. Strong communication skills, attention to detail, and an understanding of each customer’s unique situation – such as location, available equipment, or delivery preferences – are essential to providing top-tier service.

### EFFICIENCY

In our fast-paced warehouse environment, our team members stay constantly on the move, ensuring all deliveries are on time and accurate. They’re dependable, hardworking, and resilient – planning ahead, loading trucks efficiently, and using our tools and technology to stay organized. By handling items right the first time and managing their day proactively, they hit the ground running and keep our operations flowing smoothly.



## COME FOR THE JOB. STAY FOR THE CAREER.

### EXPERIENCE PREFERRED

- Clean non-CDL driving record (will be reviewed)
- Prior forklift equipment experience (preferred)
- High School Diploma or equivalent
- Warehouse experience (2+ years preferred)
- Prior HVACR industry experience (beneficial)
- Second career HVACR technicians are welcome!

### EDUCATION PROVIDED

New team members (even those with limited experience) will access our LarsonYou LMS to enroll in dozens of People, Product, and Process courses. You’ll work closely with your Store Manager to build a personal MyPath curriculum customized to your needs.

### CAREER MOBILITY

We want you to change jobs... as long as it’s with us! Our Warehouse Attendant/Drivers have access to limitless career growth opportunities, including potential advancement to becoming a Counter Sales Representative, Account Manager, Territory Manager and Store Manager.



# FAQ | GLAD YOU ASKED

## WHAT CERTIFICATIONS ARE NEEDED?

Our Warehouse Attendant/Drivers are required to maintain a clean driving record and their non-CDL DOT credentials. Non-CDL drivers are required to maintain a valid Federal Medical Certificate

## WHAT ARE THE PHYSICAL REQUIREMENTS?

You will always be on the move including walking, standing, reaching, leaning, bending, climbing, and occasionally lifting up to 50 pounds. You'll use forklifts to pull product from the warehouse, stock shelves, and load and unload delivery trucks – including the Larson fleet.

## HOW ARE THEY COMPENSATED?

You'll be a non-exempt (hourly) team member eligible for overtime. You may be eligible for annual merit increases. At times expect longer hours in the summer months.

## WHAT COMPUTER SKILLS ARE NEEDED?

Basic computer skills are required. Familiarity with Outlook (email) and Teams is beneficial. As an industry leader in HVACR distribution you will learn to use cutting-edge technology that may include advanced wireless handheld devices and various web applications.

## WAREHOUSE ATTENDANT/DRIVER DELIVERING EXCELLENCE

### WAREHOUSE OPERATIONS

Be the master of your domain! Our warehouse team ensures smooth operations by pulling products, stocking inventory, entering data, and preparing shipping orders. They manage receiving, match paperwork with the bill of lading, and stay organized using handheld devices. With a focus on accuracy and efficiency, they support customer pickups, maintain a clean and organized workspace, and utilize equipment such as forklifts and pallet jacks to handle items safely and effectively.

### PRODUCT DELIVERIES

Our delivery team transports equipment and parts with a focus on fulfilling the perfect order: on time, in full, and error-free. They load trucks for maximum efficiency, anticipate delivery needs, and ensure smooth drop-offs at customer sites and job locations. By understanding each destination's requirements, from docks to lift access, and coordinating resources like cranes when needed, they deliver every order with efficiency, friendliness, and professionalism.

### DOCUMENTATION

Attention to detail in the warehouse is critical: our records must reflect our physical inventory at all times! Our warehouse team members often log product deliveries, track vehicle mileage, and take photos to monitor vehicle conditions and maintenance needs. Some drivers may be required to document hazmat materials, including placards for gases or hazardous items. With zero room for error, accuracy is always the top priority.

## PRIMARY DUTIES



# WHY LARSON?

## WAREHOUSE ATTENDANT/DRIVER DELIVERING EXCELLENCE



**TONY D.**  
**WAREHOUSE ATTENDANT/DRIVER | GREEN BAY, WI**  
**EXTRAORDINARY SERVICE SINCE 2012**

“What I like best about my job is the support I feel from my team at my branch. The communication here is excellent, and everyone is treated with fairness and respect. I have a flexible schedule that allows for a healthy work-life balance. Larson also offers us solid compensation and benefits, and I get to be home every night. Collaboration makes this a great team. Everyone is honest, appreciative, and easy to work with—this makes building relationships and doing my job that much better. I also really enjoy the HVACR industry. It’s rewarding to help our customers and coworkers. I know I’m making a difference for both. Every day brings something new! All this makes it a great place to work! This job would be perfect for someone who is dedicated, adaptable to time-sensitive schedules, able to work independently, and thrives in a fast-paced environment. It’s also a great fit for someone who stays productive and enjoys the challenge of meeting customer needs.”



**MICHAEL R.**  
**WAREHOUSE ATTENDANT/DRIVER | FARGO, ND**  
**EXTRAORDINARY SERVICE SINCE 2023**

“What I like best about my job is the positive atmosphere. I really enjoy the people I work with and being part of a team. Everyone here works together – it feels like we’re family. I also love working with my customers and building great relationships with them. They trust and depend on us knowing they are going to get what they ordered. Attention to detail and accuracy are important when stocking items, pulling products and shipping orders. I chose this job because of the flexible work schedule and how my skills matched the job duties. It’s been a great fit. This job would be perfect for someone who likes driving a truck, serving customers, being part of a team and being home every night. It’s a great place to work!”

## WHY LARSON?

## WAREHOUSE ATTENDANT DELIVERING EXCELLENCE



**MICHAEL K.**  
**WAREHOUSE ATTENDANT | FARGO, ND**  
**EXTRAORDINARY SERVICE SINCE 2022**

“What I like best about Larson is the people and how we take care of our employees and their families. I have a healthy work-life balance and there’s flexibility with my schedule – including immediate paid vacation and sick time. I enjoy the people I work with and being busy all the time. It’s rewarding to get results every day. What I find most rewarding is helping our customers and solving their problems. We have great products in our inventory, and I take pride in making sure everything is pulled accurately for both pickup and delivery. I chose this job because it was a great fit for my skills and background. This job would be perfect for anyone who likes staying active, keeping things organized, and paying attention to details. Someone who enjoys making sure everything is neat and in its place.”



*Your pathway to learning, growth,  
and career success begins here...*

# READY TO IGNITE YOUR CAREER AND JOIN THE LARSON TEAM?

Click on the links below  
to view our current openings

Gustave A. Larson  
[MyPath Career Center](#)



Your future is calling you to Larson...  
we look forward to meeting you!

