



Partner Information Packet

Blue Hills

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Building Information

- **Address:** 1835 Blue Hills Drive, Roanoke, VA 24012
- **Building Accessibility:** The building is largely accessible
- **General info:**
 - 1 story building, 2 story mods all steps
 - Open concept with several side rooms to meet and collaborate, work alone or take a break
 - Office space for leadership are single rooms
 - Sit down desks not elevated or adjustable height
 - 4 Break areas(3 upstairs)
 - microwaves
 - vending machines
 - refrigerators
 - Table and chairs to eat are accessible to wheelchairs
 - Smoking area outside
 - Restrooms accessible by office/breakroom area
 - Supportive culture

Job Description

Position 1

Job Title: DC Associate

Has overall responsibility for receiving and moving materials within warehouse. Verifies the inventory quantity and assists in inventory level maintenance. Maintains complete paperwork. Operates warehouse equipment in a safe manner.

- Assist with daily operations in the distribution center to ensure accurate and timely shipment and delivery of auto parts
- Must be able to read and interpret documents such as safety rules, instructions, and procedures
- Ability to lift and/or move up to 50lbs frequently, and occasionally lift and/or move up to 100 lbs
- Marks pallets with identifying store information
- Uses the computer / RF to enter records
- Will be required to train on and operate equipment
- Keeps work area neat, clean and hazard free
- Will be required to use a handheld radio frequency device (R.F. Unit)
- Consistent, reliable attendance
- Other related duties as assigned

What is necessary to become a DC Associate?

- Being at least 18 years of age
- Having a High school diploma or general education degree is required but this can be discussed on a case by case basis
- Being eligible to work in the United States
- Being able to work on various shifts as well as overtime, weekends, and holidays as needed
- Having prior warehouse training or experience is preferred but not required

Helpful Information on the Job Position

Position 1: DC Associate

- Starting pay \$15.00/hr, with incremental increases on a 3 year step plan. \$1hr shift differential.
- 1 week training then 6 week ramp up - production goals are 95% of Standard, anything below this could result further training in addition to disciplinary action
- Realistic job preview
 - Will be walking around and interviewing while touring the facility
- Job coaches welcome
- Background checks
- Drug testing is done after offer is extended
- No experience necessary
- Weekly Leadership meetings to discuss progress
- Daily shift/team meetings include stretching
- 3 breaks (2 15-minute breaks and 1 30-minute lunch) 2 paid and 1 unpaid
- Disciplinary action derives mostly from attendance violations
- Smoking is allowed in designated area
- Time clock check in with badge
- 4 shifts – 1st, 2nd, 3rd and weekend shift
- Lift 50 lbs
- Reading and writing and understanding numbers will help with a candidate's success
- Lighting is good, LED
- On your feet all day
- Very hot environment

Preferred Application Process

Position:

- DC Associate

Apply online at: <https://www.advanceautoparts.jobs>

- Drag down to career search
 - Select city and type in Roanoke
 - Look for the positions listed above
- Click on the **DC Associate**
- First time applicants will need to create an account
- Fill out personal information (contact info)
- Experience
 - Attach resume
- Basic application questions and complete the online process

After applying for the position, you can:

- Email Bill Emmett at bill@jamesemmettandcompany.com and Sydney Johnson at Sydney.johnson@advance-auto.com with the candidate's name and position applied for, and any information related to communication style and accommodations that will be requested during the interview
 - This will signify that the candidate is part of the initiative, help to ensure the application gets reviewed and allow us to provide any feedback

- The candidate will then get a phone interview from one of the recruiters for Advance Auto Parts
- After the phone screen the candidate will then have an in-person interview hiring managers

Realistic Job Preview Program

The Realistic Job Preview Program (RJPP) allows applicants to participate in simulated job activities so they can better understand the activities involved in the jobs they are seeking. During or after participating in the RJPP, some applicants realize the jobs they are seeking are physically demanding and they decide not to pursue them. While we hope applicants respond positively to knowing more about jobs through the RJPP, it is perfectly acceptable for applicants, informed by the RJPP, to withdraw their application. This is the purpose of the RJPP, to help applicants make an informed decision about working for the Company which, in turn, helps reduce turnover or poor employment experiences. Occasionally, during the RJPP, applicants may become concerned or raise questions about the physical, sensory or environmental demands of positions. The following guidelines should help you respond to applicants in these situations:

Manager Guidelines during the Realistic Job Preview Program

- If applicants do not have an obvious or disclosed disability/medical condition that might make it difficult for them to participate in the RJPP, simply administer the RJPP and answer any questions they have about the RJPP. Contact Human Resources if you have any concerns after administering the RJPP.
- If applicants disclose a disability/medical condition and request an accommodation during the RJPP, tell them:
 - the Company is committed to providing any legally required reasonable accommodations to ensure individuals with disabilities equal employment opportunities if hired;
 - the RJPP is not an evaluative tool, they should not be concerned about their performance during the RJPP, and, if they are unable to do any particular activity safely or are concerned about attempting to perform an activity, they should not attempt to perform it;
 - if they believe they will need a reasonable accommodation if employed, they should contact Human Resources to discuss the potential reasonable accommodation(s).
- If applicants do not request a reasonable accommodation during the RJPP but they appear to be having difficulty participating in the RJPP due to an obvious or disclosed disability/medical condition:
 - Pause the RJPP and remind/tell them the RJPP is not an evaluative tool, they should not be concerned about their performance during the RJPP, and, if they are unable to do any particular activity safely, they should not attempt to perform it;
 - Tell them if they believe they will need a reasonable accommodation if employed, they should contact Human Resources to discuss the potential reasonable accommodation(s) that may be needed.
 - Tell them the Company is committed to providing any legally required reasonable accommodations to ensure individuals with disabilities equal employment opportunities if hired;
 - Allow them to continue the RJPP unless you believe doing so poses a significant safety risk. If you discontinue the RJPP for safety concerns, remind applicants the RJPP is not

an evaluative tool, you felt it was unnecessary to continue the RJPP, and then tell HR you discontinued the RJPP. HR may ask you to complete a more detailed report sharing your observations and discussions with applicants during the RJPP.

Again, please remember that the RJPP is not a test and the Company does not evaluate or exclude individuals based on their experiences or performance during the RJPP. Applicants participating in the RJPP, however, may contact Becky Walker at bwalker@advance-auto.com before or after the RJPP to ask questions about the positions they are seeking or to discuss the provision of reasonable accommodations during the RJPP or, if hired, upon employment. If you have any questions about administering the RJPP.

Interviewing Process

- Initial Phone Screen with recruiting team
- In-person interview with managers
- Realistic Job Preview
 - With hiring manager

Training & Onboarding Process

Training:

- 1-week training
- 6-week ramp-up with weekly check-ins
- Training done by training staff and peers

On boarding process:

- Averages two weeks
- Offer is contingent on successful passing of background/drug screening
- on boarding session with a group of new hires
 - In Person Orientation sessions (Roanoke, VA) starting every Thursday

Benefits

- Medical and prescription drug
- Supplemental medical
- Dental and Vision
- Spending and saving accounts
- Life and disability
- Vacation
- Referral bonus, \$1000 per full-time referral
- Starting pay \$15.00/hr, with incremental increases
 - \$1hr shift differential for off shifts
- 401K match
- Stock Options
- EAP
- Employee Discounts

Links to Benefit Summaries

Coming soon: will send out when this section of the packet is updated

Culture

- Very Supportive Culture
 - Team building activities

CULTURAL BELIEFS

CHAMPION INCLUSION

I embrace diversity of people, thoughts, skills and styles to deliver results.

SPEAK UP

I listen to seek and provide candid, informed feedback to improve performance.

BE ACCOUNTABLE

I own challenges and overcome obstacles to achieve team and personal goals.



MOVE FORWARD

I build trust and collaborate as one team with one voice to the customer.

GROW TALENT

I own my development and the success of those around me. I hire and develop the best talent and commit to my teams' continuous development.

TAKE ACTION

I act with urgency because speed matters.

INSPIRE SERVE GROW

Dress Code

Because of our relationship with customers and the nature of our business, neatness and cleanliness are necessary at all times. Team Members should dress appropriately for the requirements of their position. If a Team Member fails to dress appropriately, the Team Member may be asked to leave for the day or to return home, change into suitable clothing, and report back to work. Any time missed from work due to a Team Member's failure to wear appropriate attire will be without pay and may be subject to the attendance policy.

Distribution Centers/Warehouses:

Team Members working in a distribution center or warehouse facility are expected to dress in an appropriate and acceptable manner which will allow them to work safely and not distract other Team Members. Clothing choices should be clean, neat and well-fitted (i.e., not tight, sagging, or inappropriately short). Leather and rubber soled shoes, such as athletic shoes, are strongly encouraged to provide comfort and stability while standing and walking on concrete and hard floor surfaces.

Sandals, flip flops or other open footwear are not allowed. All footwear must have an enclosed heel and toe. High-heeled shoes are not permitted. **Face coverings can be solid color, patterned or company logo/branded. Non-company logos are not permitted. Specifically:**

- No offensive, political, religious, or distracting coverings are permitted.
- One-way valves on the front or side, single layer and poorly/loose fitting face coverings are not permitted.
- Face coverings that have clear plastic inserts over the mouth to allow lipreading for those who are deaf or hearing-impaired are acceptable.
- Face shields are not a replacement for face coverings.
- When face coverings are being worn, they must be over both the nose and mouth.
- Face coverings shall be maintained in a clean / hygienic condition

Please contact your HR manager If you have any medical questions or concerns regarding wearing a face covering or other people's use of face coverings.