



Job Description

Job Title: Driver	Department: Transportation
Supervises: None	Reports To: Warehouse Manager
Exempt/Non-Exempt: Non-Exempt	# of Positions: 1

Driver

Responsibilities/Purpose: Transports, selects and delivers products to designated customers as directed by immediate supervisor or Warehouse Manager.

Essential Functions:

- Completes delivery of customer's orders as outlined by the delivery ticket.
- Conveys products and materials from truck to customer's designated storage areas.
- Ensures accurate documentation for all delivered merchandise.
- Prevents damage to company equipment, facilities and products; and ensures proper cleanliness of delivery equipment at all times.
- Follows applicable safety guidelines, government regulations, company's safety manuals, and/or stated safety policies.
- Follows up with all customer inquiries, to ensure appropriate response is made and customer is satisfied.
- May be requested to work in the warehouse on occasion.
- Other related duties and responsibilities as assigned.

Secondary Functions: Able to perform all duties as assigned to the position upon request with or without an accommodation. Meets standards, knows and follows all company/department/safety policies and procedures. Personally delivers excellent internal and external customer service.

Essential Requirements:

Education: H.S. Diploma or equivalent required, valid Utah Driver License with a clean driving record, and Class A or B CDL.

Experience: 1 year driving experience

Abilities: Must be able to read, write and comprehend simple instructions, short correspondence and memos in English. Effective communications skills both verbal and written required. Ability to add and subtract three (3) digit numbers and multiply and divide with 10's and 100's using units of U.S. money, weight measurements, volume and distance. Ability to work independently with minimal supervision. Ability to exercise discretion and good judgment in decision making required.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments)