



## *JOB DESCRIPTION*

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**POSITION:** Driver  
**DEPARTMENT:** Transportation  
**REPORTS TO:** Warehouse Manager/Supervisor  
**CLASSIFICATION:** Non-Exempt  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:**

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### **Summary**

A delivery driver is responsible to distribute products promptly to our customers. Drivers will transport, select and deliver products to designated customers as directed by immediate supervisor or Warehouse Manager.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completes delivery of customer's orders as outlined by the delivery ticket.
- Deliver a wide variety of items to different addresses and through different routes.
- Conveys products and materials from truck to customer's designated storage areas.
- Follow routes and time schedules.
- Load, unload, prepare, inspect and operate a delivery vehicle.
- Complete logs and reports.
- Personally, delivers excellent internal and external customer service.
- 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.

### **Competencies**

- Communication Proficiency
- Organizational Skills
- Thoroughness
- Time Management

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This position drives a delivery vehicle, with outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as forklifts, electric pallet jacks, standard pallet jacks, pickers and man lifts.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; stand; walk; and lift. The employee must regularly lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus.

## **Position Type/Expected Hours of Work**

This is a full-time position, hours may vary based on location.

## **Required Education and Experience**

- High school diploma or GED
- Clean driving record
- 1 year of delivery experience

## **Abilities:**

- Good communication skills, both written and verbal.
- Effectively communicate in one-on-one and small group situations to customers and other employees of the organization.
- Add and subtract three digit numbers and to multiply and divide with 10's and 100's and perform these operations using units of U.S. money and weight measurement, volume, and distance.
- Good organizational and time management skills.
- Have a familiarity with location and surrounding areas.
- Must be able to prioritize and multitask.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_