



**Position: Delivery Driver**

**Status: Non-Exempt (Hourly)**

**Reporting: WareHouse Manager**

**Salary Range:**

**Description: Deliver and pick-up customer's orders to customer's-designated location on time as well as in good condition**

**Key Functions:**

- **Responsible for helping in the loading of company vehicles for deliveries**
- **Assist in the loading and unloading of product if needed**
- **Drive to customers location in all weather conditions**
- **Unload customers location in all weather conditions**
- **Unload product at customer location and put in designated area. (When required)**
- **Pro-actively solve problems for the customer when possible. (COD's, Shortages, Mis-filled orders, Damages, etc.)**
- **Communicate customer information, (Problem, changes in order size, other production and distribution related issues, Etc.) to management**
- **Help in warehouse as needed**
- **Maintain daily time log for hours spent driving and maintain daily vehicle pre-trip inspection log**
- **Other duties as assigned**

**Other functions:**

**Knowledge and Skills:**

- **Must possess a Class A CDL, as well as have a good driving record+**
- **Must be insurable by company insurance**
- **High School diploma or GED**
- **On year work experience driving Truck or Tractor-Trailer**
- **Be able and willing to drive in incimate weather**

Delivery Driver

- **Strong customer service; good public relation skills**
- **Able to read and follow a road map**
- **Able to work without direct supervision**
- **Able to lift 50 pounds and move product with Forklift, Pallet jack, or Handtruck**
- **Must be forklift certified**