

JOB DESCRIPTION

POSITION: WAREHOUSE/DRIVER

REPORTS TO: WAREHOUSE MANAGER

Responsibilities:

1. Ensures appropriate merchandise to be delivered is pulled from inventory and packaged properly for shipment.
2. Verifies delivery route and various stops on a daily basis with management.
3. Delivers merchandise to customers using route based on efficient use of time, gasoline, and customer priority.
4. Drives in a careful and skilled manner so cargo and vehicle are protected against damage, securing load before leaving building.
5. Assists in unloading truck at each stop on route.
6. Verifies that merchandise being unloaded is correct and accounted for via shipping documents.
7. Performs daily detailed inspection of truck to ensure general maintenance and safety of vehicle. Notifies supervisor of all problems.
8. Delivers truck for maintenance such as oil change, lube job, tire repair and waits for vehicle if requested by warehouse manager.
9. Cleans vehicle's exterior and interior at least once a month.
10. Prepares or assists in preparation of error reports for over/under customer shipments.
11. Maintains a daily fuel and oil use log using prescribed forms and procedures.
12. Verifies strict adherence to company and governmental safety policies related to licensing and operation of vehicles.
13. Assists in any and all warehouse duties on an as-needed basis.

Qualifications Required:

- A. High school diploma or equivalent.
- B. Valid driver's license with approved motor vehicle report (CDL not required)
- C. Excellent interpersonal and customer relations skills.
- D. Mature and professional manner.
- E. Basic computer skills
- F. No history of drug or alcohol abuse.
- G. Forklift certification.
- H. Detail-oriented.
- I. Ability to work independently with little supervision.
- J. Good physical condition with the ability to lift 50 lbs or more.
- K. Ability to reach and stretch without injury.
- L. Ability to follow road map or at least trainable.
- M. Ability to drive a 24' truck
- N. Willing to work any shift between 5 AM and 10 PM.