

Job Description and Specification

POSITION TITLE: DRIVER
 DEPARTMENT: WAREHOUSE
 REPORTS TO: DIRECTOR OF WAREHOUSE & SHIFT SUPERVISORS

GENERAL SUMMARY

Provides support for the warehouse buy driving trucks to deliver grocery orders to customers, and other duties as assigned by the supervisor.

ESSENTIAL JOB FUNCTIONS

1. Operate tractor-trailers in a safe and efficient manner.
2. Load and unload pallets and freezer tubs off and onto trucks.
3. Operate pallet jacks and forklifts in a safe and efficient manner.
4. Perform pre-trip and post trip inspections of equipment.
5. Perform hook and drop of trailers.
6. Comply with all D.O.T. requirements.
7. Responds to customers' inquiries about their orders.
8. Performs other related duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of D.O.T regulations and hours of service requirements.
2. Skill in operating pallets jacks, forklifts and tractor-trailers.
3. Ability to pay close attention to detail and coordinate various activities simultaneously.
4. Ability to communicate with customers, co-workers and business contacts in a courteous and professional manner.
5. Ability to work with minimal supervision.
6. Ability to maintain confidentiality.
7. Ability to lift 80 lbs.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent math skills.

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

Seeing: Must be able to read reports and use computers				X
Hearing: Must be able to hear well enough to pass DOT physical And communicate with co-workers				X X
Standing/Walking/Mobility Must be able to stand, walk and climb ladders, lift 80lbs on occasions mobility between warehouse and office to contact supervisors and co-workers when needed			X X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing			X	
Fingering/Grasping/Feeling: Must be able to operate machinery			X X	

Note: The statements herein are intended to describe the general nature and level of work performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills require of personnel assigned.