



Position Description

Position Title: Delivery Driver
Department: Transportation
Reports To: Transportation Manager
Supervises: N/A
FLSA: Non-Exempt
Date Revised: January 1, 2021

Position Summary

To operate a delivery truck in the delivery of paper, janitorial and restaurant supplies to customers on a designated delivery schedule. May collect money from customers.

Essential Functions

1. Deliver products to customers in a timely manner.
2. Ensure that safe, accurate, prompt and professional service is rendered at all times.
3. Successfully communicates with customers, answering customers' questions and resolving complaints.
4. Performs pre-safety check and inspection of delivery truck ensuring proper and safe operation prior to starting assigned route.
5. Contact company dispatch whenever necessary.
6. Obtain appropriate signatures to verify receipt of delivery.

NOTE: This job description in no way states or implies that these are the only duties to be performed by this employee. He will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Knowledge, Skills and Abilities

1. Must have a valid CDL driver's license with HAZMAT endorsement desired.
2. Must meet and maintain all DOT requirements.
3. Ability to understand and follow both oral and written instructions.
4. Perform mathematical calculations using basic addition, subtraction, multiplication, and division.
5. Obtain appropriate signatures to verify receipt of items delivered.
6. Maintain and adhere to a delivery schedule.

Abilities/Physical Demands

The abilities and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is required to stand and walk.

The employee will frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.