

ACE DISTRIBUTING

POSITION: DRIVER – CDL CLASS A	DEPARTMENT: OPERATIONS REPORTS TO: DIRECTOR OF FACILITIES STATUS: NON-EXEMPT DATE: 10/18/17
---	--

The Driver position at Ace Distributing will prepare orders, load and unload trucks, deliver product to customer over established route, and adhere to all company rules and Department of Transportation regulations.

WHAT WILL I BE DOING?

In your role as Driver, you will be part of our success by:

- Performing daily inspections on all safety sensitive equipment (trucks, forklifts, electric jacks, etc.) to be utilized in preparing and/or the delivery of orders as per the Occupational Safety & Health Administration and the Department of Transportation regulations.
- Picking and checking customer orders accurately and efficiently, loading and unloading trucks, verifying shipping and receiving quantities
- Keeping warehouse and work environment clean
- Operating all equipment in a safe and orderly fashion
- Reporting any accident or injuries immediately
- Maintaining professional appearance with company supplied uniforms
- Delivering orders to customers in a prompt, professional and polite fashion
- Planning route to insure most economical use of time and equipment
- Adhering to work schedule
- Must comply with other duties as assigned by supervisor

WHAT DO I NEED TO DEMONSTRATE?

As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:

Required:

- Valid CDL - Class A license and reliable transportation
- Thorough knowledge of traffic laws and defensive driving
- Ability to safely drive various vehicles
- Ability to establish and maintain effective relationships with employees, supervisors, and the general public
- Ability to communicate effectively
- Ability to work independently

Preferred:

- High school diploma or GED

WHAT ELSE DO I NEED TO KNOW?

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. Also, regularly required to walk, sit, talk, hear, use hands and fingers to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, and crouch. The employee must be able to lift up to thirty (30) pounds regularly, thirty five (35) to one hundred eighty (180) pounds frequently. Specific vision abilities required by this job include close vision, peripheral vision, color vision and the ability to adjust focus.
- Frequently this job requires an employee to walk into the warehouse. The warehouse is not heated or cooled with the exception of the cooler where the temperature is maintained between 32 and 40 degrees. The warehouse can also be very loud due to vehicles and fork lifts running. The employee may be exposed to exhaust fumes while in the warehouse.
- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE