

JOB TITLE: Driver Helper

DEPARTMENT: Operations

SUPERVISOR: Director of Facilities

CLASSIFICATION: Non-Exempt

JOB SUMMARY

Prepare orders, load and unload trucks, deliver to customer over established route adhering to all company work rules and regulations.

ESSENTIAL FUNCTIONS:

- Pick and check customer orders accurately and efficiently, load and unload trucks, verify shipping and receiving quantities.
- Keep all equipment clean and free of debris including truck cab and truck bays on a frequent basis.
- Keep warehouse and work environment clean.
- Operate all equipment in a safe and orderly fashion.
- Report any accident or injuries immediately.
- Maintain professional appearance with company supplied uniforms.
- Deliver orders to customers in a prompt, professional and polite fashion.
- Rotate product
- May plan route to insure most economical use of time and equipment
- Adhere to work schedule.
- Other duties as assigned by supervisor.

MINIMUM JOB REQUIREMENTS:

Education and Experience: High School diploma or GED preferred. Considerations will be made with persons possessing proper experience in absence of diploma or GED relevant to position in which they are applying

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of traffic laws and defensive driving.
- Skill in operation of listed tools and equipment.
- 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.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to make independent judgments which have moderate impacts on the organization.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Preferred: Valid Forklift Certification

PHYSICAL DEMANDS

The 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 frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.

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, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.