

## Job Description

**Position Title:** *Delivery Driver*

**Reports to:** Warehouse Manager

**Job Status:** Non-Exempt

### **Position summary:**

The Delivery Driver is responsible for loading their product onto their 26' box truck for delivery each day. They are responsible for following directions to and from delivery locations. Safely and carefully, unload all material to be delivered to the site. Counting and confirming all product is delivered to the correct building and the correct space in the building.

They are responsible for maintaining their vehicle and driving in a safe, respectful, and efficient manner. They must communicate issues and challenges that they come across clearly and accurately.

### **Essential Functions:**

- Load all deliveries into their truck in an efficient and effective manner to ensure that the product does not get damaged during loading, unloading or transit.
- Check off all material at loading and unloading. Including but not limited to the following:
  - Read labels to ensure that the correct items are being loaded/delivered.
  - Inspect product for any damage.
  - Review delivery location for suitable conditions for delivery.
  - Note any product that is missing.
  - Report any discrepancies or issues to immediate supervisor.
- Drive a 26' box truck safely whilst following all 1<sup>st</sup> Choice vehicle policies.
- Complete a daily inspection of the delivery vehicle.
- Verify all required equipment for deliveries is available on the delivery vehicle.
- Use a scanner or paperwork to complete all loading and delivery activities. Ensure accuracy and information is complete.
- Ensure that you have all necessary information such as address, site contact and special conditions prior to departure.
- Take detailed images of the product as it is delivered as well as parking conditions at the site.
- Fuel delivery vehicle as necessary in the field.
- Be presentable and courteous at all times to both internal and external customers.
- Follow all 1<sup>st</sup> Choice mandatory policies.
- When necessary provide visual direction to the driving partner using appropriate hand signals from outside the vehicle.
- Other tasks as required by management.

**Skills:**

- Time Management – managing one's own time.
- Monitoring – monitoring/assessing performance of yourself to make improvements or take corrective actions.
- Active Listening- Giving full-attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking- talking to others to convey information effectively.
- Excellent verbal and written communication skills required.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Problem-Solving – Identifying and resolving issues in a fast paced and complicated environment. This can involve managing complex processes and procedures.
- Attention to Detail – This is a crucial skill as you will often handle large amounts of data and paperwork. You will need the ability to see both the strategic picture and the tactical day to day.
- Ability to train – Understand various training styles to most effectively convey the instruction that is required.
- Driving - Drive a 26' box truck and other similar vehicles.
- Directional understanding – Able to read and interpret directions in both paper and digital format.

**Attributes:**

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

**Experience and Education:**

- *2+ years' experience driving a 26' box truck.*
- *Prior experience of delivering cabinetry or something similar a plus.*
- *A valid driver's license.*
- *Must be at least 21 years of age.*

Action	Rarely	Occasionally	Frequently
Stand			X
Walk			X
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl			X
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			
Lift up to 25 pounds			
Lift up to 50 pounds			X

While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.

<b>Human Resources Name</b>	<b>Human Resources Signature</b>	<b>Date</b>
<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date</b>