

# Delivery Driver Job Description

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**Reports to:** Store Manager

## Position Summary

Upholds the Core Values as determined by the management team. Primary responsibility for all positions with Moneta Farm and Home Center (Bolster Hardware LLC.) is to *Amaze Every Customer Every Time*. You'll work in a fast-paced and physically engaging environment where you will perform daily deliveries to commercial and residential customers.

## Essential Duties and Responsibilities

- Ability to safely load, unload and move products in an efficient manner and in the customer's best interest.
- Communicates with customers via phone to schedule deliveries and delivers the merchandise with care.
- May use the Ace delivery smartphone application or other applications to facilitate the delivery process.
- Perform daily pre- and post-trip safety inspections on all equipment and following up with any deficits with the Store Manager.
- Communicate with the store management / Delivery Coordinator as needed and follow instructions as required including but not limited to: change in route, special requests and/or equipment problems.
- Demonstrate excellent customer service to our customers, and co-workers.
- Maintain a clean working environment while keeping the vehicle free from debris.
- Maintain knowledge of geography and demographics of assigned area as well as contact persons at each store location.
- Adhere to gas credit card usage
- Operate a box van, pickup truck or other assigned vehicle in a safe and courteous manner while observing all state and local driving laws as well as company policies and procedures.
- Input or retrieve data from personal computer as needed.

## Required Knowledge, Skills and Abilities

- Must be trustworthy and possess a high level of integrity
- Ability to work additional or flexible hours including weekends as requested or required.
- Must be able to persevere through tasks and challenges.
- Possess good time management and problem-solving skills.
- Must be Team and Customer Focused.
- Must participate in safety seminars including annual driver safety training, etc.
- Good verbal and written communication skills.
- Ability to prioritize and multitask.
- Basic computer knowledge skills preferred.
- Safely navigate driving conditions in adverse weather, and navigate the assigned driving area in an efficient manner for package delivery
- Work independently as well as a team member.
- Possess a valid in-state driver license with an acceptable driving record in accordance with company's insurance carrier's standards / possess and maintain a valid state CDL Drivers license and meet all requirements to maintain.

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- Must take and Pass a Drug screening and submit to random screenings
- Bilingual (Spanish) verbal and written communication skills strongly preferred

## **Physical Requirement:**

- Frequently lift heavy items up to 40 pounds and use the “team lift” technique or hand truck/cart for greater weights.
- Sit for extended periods of time and to bend, twist, squat in order to climb in and out of truck.

Job responsibilities may change based on the needs of the business.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an associate 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 associate occasionally works near moving mechanical parts. The associate may work near outside weather conditions. The noise level in the work environment is usually moderate.

I acknowledge that I have reviewed the job description outlined above and agree that it identifies the responsibilities that I have agreed to perform. I also understand that additional duties may be assigned by my manager or supervisor.

## ***APPROVAL***

I have read, and understand, the duties that are outlined in this document and hereby agree to the tasks and expectations as provided.

\_\_\_\_\_ Date \_\_\_\_\_  
Employee Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature