

Job Description

JOB TITLE	SUPPLY DELIVERY DRIVER (DULLES, VA)
CLASSIFICATION	Non-Exempt
REPORTS TO	Delivery Supervisor/Distribution Manager
PAY RATE	\$20.00 to \$21.00 per hour

POSITION PURPOSE

This position entails delivering supply orders, in good condition, to Guernsey customers in a courteous, helpful, and professional manner.

DUTIES AND RESPONSILITIES

1. Loading the truck and making all assigned deliveries and pick-ups within the workday.
2. Tag and place all returns in the designated return area.
3. Fill out and turn in all delivery driver paperwork such as the route manifests and daily driver report.
4. Keeping the maintenance of the assigned work truck current (including, but not limited to, checking the oil, windshield washer fluid and def fluid if the vehicle is a diesel).
5. Report any truck maintenance problems immediately to the Driver Supervisor or Warehouse Manager. Provide details.
6. Maintaining a clean vehicle (inside and outside) always.
7. Providing a positive attitude.
8. Other duties as directed.

NOTE: This job description is meant to serve as a guideline for the general tasks of position. Other tasks and responsibilities may also be required as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent customer service skills (friendly, courteous, and helpful).
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals.
- Proven ability to work effectively in a team environment with associates.
- Required to be able to follow verbal instructions.
- Ability to read and interpret street maps.
- Must maintain a clean driver's license.

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 position. 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 use hands, to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds, and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

COMPENSATION:

The position is classified as non-exempt. The employee's compensation is hourly and is covered by the minimum wage and overtime pay provisions of the Fair Labor Standards Act. Overtime pay is one-and-a-half times the regular rate of pay for additional time when the employee works more than 40 hours in a week. Working any overtime must be authorized by management.

The employee is required to clock in and clock out daily, using their location's timekeeping method. This may be via computer, time clock, hand punch or any other timekeeping method.

Since much of the workday is spent away from a supervisor and a Guernsey location, the employee is responsible for deciding when to take breaks and/or time for lunch. The daily paid work time is calculated from the total time between clock in and clock out with an automatic deduction of 30 minutes. This is to account for lunchtime and/or any breaks and is to be limited to 30 minutes daily.

RESPONSIBILITY AND DECISION-MAKING AUTHORITY:

To be determined.

WORKING RELATIONSHIPS:

This job requires a regular working relationship with the delivery supervisor, the warehouse manager or general manager, other delivery drivers and customers.

Employee Signature: _____

Date: _____

Manager: _____

Date: _____