

Park Supply Company

Job Title:	Delivery Driver	Department/Group:	Warehouse
Level/Salary Range:	Hourly	Position Type:	Full-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>As a Delivery Driver are responsible for the delivery and unloading of merchandise in the customers’ home or jobsite. Drivers will perform the necessary delivery functions in a safe and professional manner, while staying on schedule to meet our customers’ expectations. You’ll be operating material handling equipment to move product within the warehouse. Safety is our utmost priority so, in this role, we will look to you to ensure safe work practices and embrace our safety culture.</p> <p>In this role, you’ll be lifting, lowering, and carrying product in a fast-paced environment. Stacking empty pallets and maintaining a safe and clean workspace by clean and sweep work area and remove trash as you go. You will maintain receiving locations by cutting product open and placing product in primary locations.</p> <p>You will be essential to the success of our Supply Chain as we deliver to our customers. To ensure success in this position you will need to perform to a high level of accuracy.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Operate the delivery vehicle in a safe and courteous manner. • Perform daily safety and maintenance check list of vehicles. • Flexibility of work hours, overtime available. • Shrink wrap product and secure to pallet for loading in staging area. • Proper loading and securing of packages in vehicle load space. • Maintaining high performance levels by keeping within the customer time window. • Accurately communicate and document the delivery transaction with customer using either a mobile device or the provided paperwork. • Customer relations by Acknowledging and assisting customers with order pick-up in warehouse and maintaining status communication with the customers. • Unload or load product as needed at stores or warehouse. • Assist in the warehouse or showroom if needed. • Carry out loading and unloading of material orders and shipment as needed. • Ensuring work areas are kept clean, neat, and well-organized. • Taking inventory and reporting shortages to supervisor. • Complying with OSHA and other health and safety policies when performing assignments. • All other reasonable duties as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma, GED, or suitable equivalent.</p> <p>1+ years’ work experience in a similar role.</p> <p>Excellent verbal communication skills.</p> <p>Ability to work harmoniously with diverse range of people.</p> <p>Proficient with using tools required for this position.</p> <p>Physically agile and dexterous.</p> <p>Proficient organizational skills.</p>			
Approved By:		Date:	
Last Updated By:		Date/Time:	