



Delivery / Pick-up Driver and Production Float

Summary: Delivery / Pick-up Driver is responsible for ensuring that either raw material or finished goods are delivered or picked-up via management instruction. Along with making miscellaneous unscheduled deliveries as requested. Finally, the driver will also load and unload the company delivery vehicle and distributes packages to the receiving department.

Essential Duties and/or Responsibilities:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities that may be necessary from time to time.

- Comply with all safety regulations.
- Comply with all Quality System requirements.
- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assist with loading and unloading items from vehicles.
- Adhere to assigned routes and following time schedules.
- Abide by all transportation laws and maintain a safe driving record.
- Prepare reports and other documents related to deliveries.
- Operate equipment and machines, such as cars, trucks, forklifts, etc.
- Complete daily maintenance checks on delivery van and notify manager of any issues
- Must be able to lift packages up to 70 pounds and bend and twist as necessary
- Contribute to continual improvement initiatives.
- Maintain departmental housekeeping standards.
- Perform other duties and responsibilities as requested or required.



Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must demonstrate a quality and results driven approach.
- Must demonstrate a customer and company focused attitude.
- Must possess a valid U.S. Driver License
- Must have a clean driving record
- Ability to communicate effectively with other employees of the organization.
- Ability to work in a team-oriented environment.
- Ability to write standard documentation.
- Ability to use a computer for daily activities.
- Ability to add, subtract, multiply, and divide in all units of measure.

Education/Experience:

- High School diploma or equivalent.
- Valid Driver License