



Delivery Driver Job Description

Job Description - Delivery Driver

Title: Truck Driver

Reports to: Albert Arcebal & David Young

Job Purpose: Pick Ups and Deliveries

The Delivery Driver will perform manual lifting and driving work. Driver reports to the Production Manager. The Delivery Driver works as part of the team in providing delivery and pick ups services to our clients.

Essential Functions:

- Delivers boxes of documents to our clients of different locations, as required. Driver also has to do the entire down load of boxes from the van. Counts and writes down in to a log sheet the amount of boxes that are been deliver.
- Picks up boxes of documents from our clients of different locations, as required. Driver also has to do the entire up load to the van. Counts and writes down in to a log sheet the amount of boxes receiving.
- Maintains files, records and routines needed to insure the efficient operation of the mobile service, such as delivery and pick ups logs forms
- Keep truck clean inside and out
- Drives truck in a safe manner at all times, always wearing safety belt.
- Drives truck to jobs and successfully completer customer requests in a professional timely manner.
- Receives orders in a professional manner.
- Report maintenance problems to the facilities manager or supervisor.
- Keep in close contact with the shipping & receiving manager, assuring that the manager knows location at all times.
- Follow all safety regulations and precautions.

- Wear all required and necessary Personal Protective Equipment.
- Help with maintenance of truck and equipment (greasing small repairs, etc.).
- Performs other related work as required.

Qualifications:

- Drivers License
- Acceptable driving record.
- Drug/Alcohol free
- Phone that can reach you at all times.
- Availability to work long hours when needed and approve my manager.
- Ability to lift heavy boxes
- Ability to work in all types of weather.