

COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

DELIVERY

DRIVER

Summary:

Deliver material to customers in a timely and courteous manner. Communicate with customer to be sure he understands what material he has received.

- Assist with pulling and loading material as needed
- Know what is on the vehicle and understand what each customer is to receive
- Strap loads, check for load stability & safety
- Double check items pulled against sales order
- Follow route and instructions provided by coordinator
- For COD orders, collect payment and if noted on order, a copy of tax certificate, prior to unloading material.
- Straps need to be rolled up
- Must get driver's license and date of birth on all checks.
- At delivery point, go over the materials with the customer and check off the items on the ticket, by line.
- If customer has objection or problem, contact supervisor or project manager immediately. Try to resolve the problem before you leave the site.
- Note any objection or problem on paperwork.
- Get the customer's signature and date on sales orders confirming receipt
- Keep warehouse neat
- If certified by Hull Supply, Operate Forklift
- Wash vehicles when assigned and keep truck cab clean.
- Be able to change oil in trucks, general truck preventative maintenance and check air in tires and oil level daily.
- Tarps need to be folded neatly when not in use.
- Observe safety practices
- Report any safety departures
- Route paperwork appropriately for completion
- Other duties as assigned

Requirements / qualifications:

- Great Customer Service skills: Courteous, personable, alert, listens well, communicates well; cooperative team player for customer service team
- Understand dimension and weight of product, and capacity of trucks
- Read maps and follow directions
- Must have a current drivers license
- Must keep clean driving record
- Follow procedures on paperwork
- Read numerical codes without transposing numbers
- Possess good basic math skills: multiply, add, subtract, etc
- Excellent attendance and promptness
- Be able to work with measurements and read tape measures to 1/16" accuracy
- Minimum age 25 (BFOQ-Bona Fide Occupational Qualifications)
- Be able to lift 75 lbs, repeatedly, throughout day

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Name

Shannon Keever, Supervisor

Rick Hull, CEO

Date Received

Date Approved

Date Approved