



## Job Descriptions: Warehouse/Delivery

### Position Summary

This position provides excellent customer service by making prompt and courteous deliveries of customer orders. Make pick-ups as necessary and perform general warehouse duties and customer assistance as needed. This position reports directly to the warehouse manager.

### Responsibilities

- Load truck accurately and safely for customer deliveries.
- Unload truck as needed at customers home and/or delivery locations.
- Drive company vehicle to make customer deliveries and pick-ups, obeying traffic laws and safety procedures. Maintain appropriate licensing, credentials and acceptable driving record.
- Conduct self in a professional and ethical manner at all times.
- Treat external and internal customers and associates with courtesy and respect.
- Fill customer orders by retrieving material from the warehouse and other locations.
- Check in and put away material, verifying quantities and quality of received material. Maintain clear aisles and walkways. Ensure material is properly organized.
- Assist in maintaining appearance of branch as needed. Clean warehouse, counter area, bathrooms, etc.
- Know location of merchandise in warehouse. Keep material organized and put away.
- Assist customers and provide information they may need.
- Continuously update product knowledge. Stay informed and educated as to product inventory and applicability. Know location of merchandise in warehouse.
- Participate in ongoing education and training as directed or desired.
- Properly and efficiently fill out and turn in daily paperwork.
- Report any and all discrepancies and/or damages. Providing proper documentation. i.e. pictures.
- Perform vehicle inspections as required notifying proper personnel if maintenance required. Maintain presentable truck appearance, cleaning as needed.
- Assist in performance of year-end physical inventories for various branch locations.
- Perform other responsibilities as directed.
- Perform all duties in a safe and responsible manner, following all safety rules. Inform manager of any potentially hazardous conditions.

### Qualifications

- Required to stand; walk; use hands and arms to finger, handle, feel, or carry; reach with hands and arms. Required to sit; climb or balance or stoop; kneel, crouch, or crawl.
- Regularly required to lift up to 10 lb. – 50 lbs.; occasionally required to lift up to 100 lbs.
- Must be able to safely tolerate heat in the summer and cold in the winter.
- While performing the duties of this job, the employee is regularly required to talk or hear; read and identify numbers for accurate order filling and receiving of material. The employee is regularly required to apply sound reasoning and logic performing daily tasks. The employee is required to be able to safely operate a forklift and pallet jack.
- Ability to lift and pull equipment that weighs 50 to 100 lbs.
- Possess exceptional customer service skills
- As part of our pre-employment hiring process background checks and drug screens are performed.

## Salary

- Starting at \$12.00 per hr.

## Benefits

- Health Insurance
- Dental Insurance
- Life Insurance
- Supplemental Insurance i.e.: Aflac
- 401K
- Holiday Pay
- Vacation Pay