



Job Descriptions: Warehouse/Delivery

Position Summary

This position provides excellent customer service by making prompt and courteous deliveries of customer orders. Makes pick-ups as necessary and performs 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.