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Delivery Driver

JOB DESCRIPTION

Supervisor: **Store Manager** Status: **Part Time, FLSA Non-Exempt** Revised: **October 2020**

Job Summary

Delivery drivers are expected to maintain a positive representation of Anytown Hardware both on the road and off. The main task of a delivery driver is to provide timely delivery of customers' orders and provide setup and operational

instructions to the customer as needed. They should also provide an outstanding customer service experience consistent with company values. Their job will include, but is not limited to, the following responsibilities.

Responsibilities

- Inspect the vehicle before starting that day's deliveries to ensure the vehicle is in proper working condition.
- Maintain ongoing communication with customers to update them on the status of their delivery.
- Load products into the vehicle according to company specifications.
- Unload products according to customer specifications and review orders with customers to ensure it is correct.
- Assist with other tasks in the store as needed.
- Adhere to all store policies and safety standards.

Qualifications

- Outstanding customer service skills and a professional attitude.
- Organized, self-starter who thinks independently and solves problems.
- Strong math, reading, writing and communication skills.
- Ability to lift up to 80 lbs.
- Clean driving record.

Goals

- Success will be measured by consistent, on-time deliveries to customers.
- Become a more versatile employee by learning more about products stocked in the store, with the goal of being able to answer product and project related questions.

I have received this job description and understand my responsibilities as an employee.

Employee Signature

Date

Disclaimer: The contents of this job description are intended to be used as a guide only. You may need to add more information to fully describe the responsibilities and qualifications of each job at your business. Please consult a human resources consultant or a professional employer organization to ensure you are complying with local employment regulations.