



Job Description

Job Title:	Truck Driver
Department:	Delivery and Distribution
Reports to:	Dining Site – Delivery Supervisor; Delivery & Distribution Manager
Primary Location	Warehouse; off-site

FLSA Status	Non-exempt, FT
Prepared by	DW / ARH
Approved by	DW / ARH
Date	09.09.19

Basic Function:

- Deliver and receive high volume product to/from various customer within the state of Michigan
- Assist in the distribution/packaging of product as needed

Essential Duties and Responsibilities

- Check delivery tickets and delivery tags to aid in correct product identification
- Safely and securely move packaged product from walk-in coolers/freezer to MOWWM vehicles
- Deliver product to destinations according to established schedule
- Acquire proper signatures/initials from site coordinators and retain documentation
- Call/communicate any concerns immediately to Delivery supervisory staff
- Follow all MOWWM rules and regulations
- Maintain professional relations with varied customer base

Skills

- Literate
- Good communication skills, especially verbal
- Excellent Time management
- Decision making and problem solving skills, often with minimal supervision
- Excellent driving ability
- Detailed
- Basic counting

Education/Training/Experience Required

- Valid Driver's License with Chauffeurs endorsement
- Current DOT medical card or ability to obtain
- Clean driving record as determined by Secretary of State
- Insurable

- Experience driving larger vehicles/delivering larger weight product

Physical Demands

- Lifting up to 75 pounds
- Crawling/crouching in vehicle
- Lifting, twisting, pulling, pushing, long periods of sitting

Work Environment

- Able to work in walk-in cooler/freezer
- Michigan weather—all seasons: extreme heat/cold; rain/snow

I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

- Are there any job tasks or functions of this job you are unable to perform? Yes No

If yes, explain: _____

- Do you need accommodation to perform any functions or tasks of this position? Yes No

If yes, explain: _____

Employee Signature: _____

Date: _____

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. ***