



Driver/Warehouse Job Description

Healdsburg Lumber Company

OVERVIEW OF DUTIES

The Driver/Warehouse is responsible for delivering company products to job sites in a safe, efficient and timely manner. They are responsible for verifying paperwork, protecting all products and providing excellent service to our Customers. In addition, the Driver/Warehouse is also responsible for loading/unloading windows, doors and cabinets and maintaining and cleaning the warehouse at the direction of the Warehouse Manager.

In addition to this overview of job duties, other assignments or job duties may be required.

SPECIFIC AND ESSENTIAL RESPONSIBILITIES, LISTED IN ORDER OF PRIORITY

- ▶ Verify all products loaded on trucks match the delivery invoice before leaving the warehouse. Deliver tags to Warehouse Manager daily.
- ▶ Maintain tarps and tie downs on all trucks to assure they are available to protect loads from rain and weather.
- ▶ Maintain all vehicles. Check each vehicle each day before leaving the warehouse. Ensure all safety requirements are adhered to.
- ▶ Report immediately any accidents involving HLC vehicles.
- ▶ Provide excellent customer service in the warehouse and on the jobsite. Recognize that you are an ambassador for our company while in the field. Represent the company well by treating customers with respect and courtesy.
- ▶ Maintain a valid California Driver's License- C Class. At a minimum, license must be maintained at level at which employee was hired.
- ▶ Maintain driving proficiency and expect to drive all vehicles for which you are licensed.
- ▶ Be familiar with operating requirements of each vehicle in use at Healdsburg Lumber Company Warehouse. Be aware of weight limits and other safety considerations for all HLC vehicles.
- ▶ Keep in regular contact with Warehouse Manager while out on deliveries. When delivering to remote areas call or check messages before returning to the warehouse.
- ▶ Work in a safety conscious manner at all times. Follow all safety regulations and security guidelines. Actively contribute to work safety and security.
- ▶ Maintain a safe, clean and pleasant work environment.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- ▶ High School Diploma or GED Equivalent
- ▶ Valid California Driver's License, Commercial License required.
- ▶ Demonstrated proficiency in driving company vehicles.

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS OF JOB

- ▶ Ability to understand and communicate written and spoken information and ideas.
- ▶ Ability to analyze information and evaluate results to choose the best solution and solve problems.
- ▶ Ability to lift, carry and maneuver goods that may weigh 75 pounds, utilizing additional personnel and mechanical assistance as required.
- ▶ Ability to drive various company vehicles in a safe and proficient manner.
- ▶ Ability to courteously and professionally interact with our Customers.
- ▶ Ability to encourage and build mutual trust, respect and cooperation among team members.
- ▶ Ability to keep up to-date technically and apply new knowledge to job.
- ▶ Ability to manage work time efficiently.

Job Type: Full-time

Salary: \$15.00 to \$18.00 /hour