

POSITION TITLE:	Truck Driver/Warehouseman
DEPARTMENT:	Store Location
REPORTS TO:	Retail Store Manager
SALARY GRADE:	H005

OVERALL RESPONSIBILITY:	Assist Co-op customers in the assigned retail store location by filling orders in the warehouse and making deliveries to customer locations.
KEY TASKS AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Fill customer orders quickly and accurately. • Handle products in a manner that prevents damage to the merchandise. • Assure that order tickets are stamped with "Order Filled". • Carefully load merchandise into Co-op vehicles, and deliver to customer property. • Unload the product at the customer's property, as directed, making sure to be courteous to the customer and considerate of his/her property in the process. Examples include closing gates, cleaning up any spills, etc. • Keep warehouse inventory arranged in neat, orderly stacks for efficiency in filling orders and inventory control purposes. • Rotate stock to assure that the first items received are the first ones sold. • Keep company vehicles neat and properly maintained. Duties include checking the oil, refueling, following DOT regulations, etc. • Maintain proper safety and housekeeping standards in the assigned work area, as described in the Employee Manual. • Perform any other duties, as directed.
SKILLS AND ATTRIBUTES:	<ul style="list-style-type: none"> • Team-Oriented Personality • Strong Organizational Skills • Customer Service Skills • Knowledgeable of Local Roads
EXPERIENCE REQUIREMENT:	<ul style="list-style-type: none"> • May Require Valid Commercial Driver's License • Acceptable Driving Record • Ability to Lift Up to 100 lbs.