

## JOB DESCRIPTION

**Job Title: CDL B Delivery Driver**  
**Hours: 7:00 AM – 3:30 PM or as needed**  
**Reports to: Transportation Manager**

## POSITION SUMMARY

Drives truck on established route or special routes to deliver cleaning and maintenance products or services, collects money from customers, and picks-up equipment for repairs.

## ESSENTIAL FUNCTIONS

- Drive truck to deliver items including commercial cleaning products, commercial paper supplies, and hardware to customer's place of business.
- Maintain communication with shop and dispatch office.
- Provide excellent customer service, and always represent Daycon in a positive manner.
- Record delivery information on sales order.
- Resolve service complaints.
- Collect empty containers and pallets.
- Collect floor care equipment for repair.
- Issue or obtain customer signature on receipt for pick up or delivery.
- Maintain cleanliness of truck.
- Perform daily DOT inspections.
- Identify and communicate opportunities for the sale of new or additional products.

## SUPERVISORY RESPONSIBILITIES

Not applicable.

## EDUCATION QUALIFICATIONS / REQUIREMENTS



High school diploma or general education degree (GED) and 6 months to 1 year of related experience and/or training; or equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to organize paperwork.
- Bi-lingual (English & Spanish) a plus
- Excellent customer relations skills.
- Basic computer skills.
- Ability to work independently.
- Minimum 3 years CDL driver experience

#### **CERTIFICATIONS, LICENSES AND REGISTRATIONS**

- Class B CDL w/Hazmat, air brake & tanker active endorsements
- Valid driver's license and a clean driving record.
- Reliable vehicle with current registration.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

- Must be able to frequently lift up to 70 pounds and move more than 100 pounds.
- Driver both manual and automatic 24ft box trucks.
- Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee frequently is required to stand sit or walk, climb, kneel, crouch, or crawl.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to vibration.
- The employee is occasionally exposed to toxic or caustic chemicals.

#### **ADDITIONAL REQUIREMENTS**

Will be required to perform other duties as requested, directed or assigned