



Route Driver/Warehouse

Position Description

I. JOB SUMMARY:

- Requires driving a straight truck to deliver products to customers of Holiday Wholesale, Inc.
- Responsible for placing products into the appropriate storage locations, including freezer and cooler areas.

II. ESSENTIAL FUNCTIONS:

- Operate a large vehicle in varying road and weather conditions in a safe and efficient manner.
- Ensure that all necessary product and paperwork is on the truck for delivery prior to leaving the warehouse.
- Enter and leave the back of the truck, using a two wheel cart to transport product into customers place of business; in their preferred storage location.
- Pick up empty totes at each location and return them to the warehouse.
- Operate trucks with both automatic and manual transmissions.
- Collect money (cash or checks) where required and turn in all funds collected daily.
- Provide good customer service by being trustworthy, honest, and congenial with customers.
- Maintain a collaborative working relationship with the sales reps for their delivery area and the shipping manager, to maximize customer relations.
- Develop a good working knowledge of the product information, availability, and delivery restrictions.
- Move product from receiving or storage areas to other designated areas.
- Demonstrate a good understanding of product date codes and the stock rotation process.
- Sort and place product into the appropriate storage locations including freezer and cooler areas.
- Operate fork lift, electric hand pallet jack and other manual and mechanical equipment.
- Understand and demonstrate safe warehouse practices in driving mechanical equipment and maintain appropriate certifications.
- Any other associated function required to complete the tasks assigned by the Manager.

III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must have a good driving record, free of accidents and speeding tickets, and no OWI convictions, a CDL is not required.
- Good physical condition and able to lift and carry 40-70 lbs on a regular basis.
- Able to walk, stand and lift products for the majority of work shift.
- Knowledge of DOT regulations for safety and driving requirements.
- Ability to read, write and communicate in English.
- Must have basic math skills (add, subtract, multiply, divide).
- Prefer a high school diploma or GED.

IV. Work Hours:

- 4 days per week, 10 – 12 hour days
- Rarely work weekends