McQuade & Bannigan Inc.

JOB DESCRIPTION

Job Title:	Warehouse / Driver	**FLSA Classification:**	Non-exempt
Department:	Warehouse / Deliveries	**Reports To:**	Warehouse Supervisor

Job Summary:

Load and drive truck to deliver company products required by customer in an efficient, courteous, safe and timely manner ensuring product integrity during transit. Assist customers with the unloading of products.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Load and drive truck to deliver products to assigned customer locations meeting the company and statutory regulations for safe and efficient driving and delivery services. Review customer orders, delivery instructions and product sheets to ensure complete orders are included and available for customer delivery.

- Receive incoming materials, checking packing slips against actual equipment received. Inspects materials for obvious defects. Solve related problems and notify supervisor as necessary.

- Stock shelves, ensuring materials are in their designated area. Pull materials from warehouse shelves to fill current orders, back orders, inter-branch transfers, and will call orders. Carefully identify quantities and customer specifications.

- Maintain required logs for delivery responsibilities including, but not limited to: trailer inspection forms ; Daily delivery truck mileage calculations.

  Pick orders by selecting products from warehouse shelves according to pick tickets sometimes using motorized pallet jack and/or forklift ensuring product and quantity accuracy.

  Turn in all delivery tickets and gas receipts daily.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED is required.
- Must have at the time of hire, and maintain throughout employment, a valid NYS Class D Driver's License free of major infractions.
- Knowledge of federal, state, and local traffic laws and regulations governing the operation of a commercial vehicle.
- Forklift certification.

Knowledge, Skills, and Abilities:

- Ability to lift and load products for shipping/delivery.
- Ability to read order labels for inventory amounts and customer requirements.
- Ability to clearly and concisely communicate verbally and in writing.
- Mathematical ability to sort, check, count, measure, and verify numbers and or product shipped or received.
- Ability to understand and follow safety procedures.
- Ability to prepare routine administrative paperwork.
- Ability to work independently with minimum direction.
- Ability to safely and efficiently operate a truck in accordance with DOT regulations.
- Ability to read and comprehend documents such as route directions and written instructions.
- Ability to follow directions and job completion tasks.
- Ability to solve practical problems and deal with a variety of changing situations.

Equipment, Machines and Software Used:
Ability to operate a truck, forklift, pallet jack, and various hand tools. Must wear safety shoes, gloves and a hard hat when performing certain job duties.

Mental and Physical Requirements:
- Close mental and visual attention is required for performing vehicle operations, driving and ensuring the safety of the driver and others.

- The employee is regularly required to sit, stand, walk, talk, hear, use hands to finger, grasp, handle, and perform repetitive motions. The individual is occasionally required to push, pull, reach, climb, stoop, kneel, and crouch.

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Environmental Conditions:
Work is primarily performed in a vehicle and outdoors where the worker is subject to outdoor weather conditions such as rain, sun, snow, and wind, noise, vibration, and exposure to vehicle chemicals, fumes, odors, dusts, gases, and/or poor ventilation. Work environment involves exposure to physical risks, such as operating dangerous equipment and proximity to moving mechanical parts.

Disclaimer:
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

McQuade & Bannigan is an Affirmative Action & Equal Opportunity Employer

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	