



## Job Description – Driver

Main Function: Drives company truck or other vehicle in making pickups and deliveries of product in accordance with established driver schedule. Functions as a key contact between agencies and CFBNJ.

Reports To: Transportations Manager

### Position Responsibilities:

- Agency Relations
  - Communicates with agencies regarding any needs and concerns.
  - Acts as representative of CFBNJ, via professionalism, attitude and attentiveness to needs and service.
- Loading
  - Loads product on truck for delivery when necessary.
  - Checks condition of load for safe transportation, and rearranges as necessary.
  - Checks shipping papers to determine nature of load and any special conditions related thereto.
- Deliveries
  - Delivers freight to agencies in a timely manner as per routing schedule.
  - Operates vehicle in compliance with company rules, applicable laws and regulations and in accordance with accepted principles of safe driving.
  - Reports unusual traffic conditions and other hazards noted enroute.
  - Reports promptly any unusual delays or difficulties regarding delivery sites.
- Unloading
  - Unloads product to designated areas at site.
  - Protects product by:
    - Driving carefully.
    - Maintaining proper temperature during transit.
    - Unloading product carefully and placing perishables in refrigerated areas.
- Maintains records
  - Maintains records required for compliance with state and federal regulations.
  - Keeps record of time, mileage, pallets shipped and received, any mechanical problems and general remarks.
- Reports all accidents involving driver or company equipment.
- Maintains vehicle and equipment.
  - Inspects vehicle and required parts and accessories to determine safe operating condition prior to departure from terminal.
  - Uses and cares properly for all equipment assigned to the driver for the performance of duties.
- Performs other duties as assigned within the scope of the position.

### Skills and Experience:

- At least one year professional truck driving experience, preferably in food and/or perishables

### Additional Requirements:

- Must consistently meet federal and state DOT requirements as assigned regarding completion and retention of proper paperwork, physical requirements, safety rules and regulations.
- Must maintain a good driving record as required by company and DOT regulations, as applicable. Must be 21 years of age or older (for CDL drivers).
- Driver's license must be up to date and driving records reasonable clean—subject to review by Transportation Supervisor and/or Human Resources.
- Lift truck certification must be in good standing at all times.
- Must have good communication and interpersonal skills; ability to serve public in a positive and pleasant manner.

Education:

High School graduate or equivalent.