

## **Position Title Seasonal Delivery Driver**

### **Statement of Duties**

The position is responsible for delivering merchandise from the Garden Center to customers' property in a safe, correct, and timely manner. Good people skills and the ability to lift heavy objects required.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

1. Responsible for loading, transporting and delivering items to clients in a safe and timely manner.
2. Stack goods and secure merchandise for safe transport according to delivery procedure.
3. Daily communicate with Front-End Manager around scheduling, and other special details.
4. Review orders before and after delivery to ensure that orders are complete, charges are correct, deliveries are placed according to customer preferences and that the customer is satisfied.
5. Accept payments for delivered items.
6. Be able to use cell phone GPS or a map for deliveries.
7. Abides by all transportation laws and maintains a safe driving record.
8. Be available to assist landscapers with; loading of large nursery stock, and bulk product.
9. Assist customers in accordance with GARDEN selling skills.
10. Handle a variety of plants and products throughout the day.
11. Maintain Company standards as stated in policy manual and training card program.

### **Recommended Minimum Qualifications**

#### **Physical and Mental Requirements**

Work performed primarily in an outdoor setting, moderate noise; sit up to 1/3<sup>rd</sup> of the time; walk, talk or listen/hear, use hands, climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms more than 2/3<sup>rd</sup> of the time; frequently lifts more than 50 lbs. Normal vision is required for the position to place product, operate hydrolytic lifts. Equipment used includes trucks, light trucks, automobile, tractors, forklift, golf carts, tree dolly, hand tools, and light equipment. Drivers must be able to maneuver in and out of vehicle of height and walk with ease.

#### **Education and Experience**

A candidate should have a high school diploma or equivalent. Candidate must have a valid Class D driver's license as well as CDL license and have a clean driving record. Medical card required. Drivers must be 21 years of age and some experience is preferred.

#### **Knowledge, Skills and Abilities**

Candidate must be able to use navigation tools such as GPS, smartphone apps, and or web-based or physical maps. Candidate should be able to provide excellent customer service, answering questions, and handling complaints from clients. Must be able to read delivery slips, plan delivery routes, maintain basic logs and records, and possess excellent time management skills.

**For more information or to apply, contact HR at extension 251.**

**Applications must be made in person.**

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