

# ACE DISTRIBUTING

<b>POSITION:</b>  <b>DRIVER HELPER</b>	<b>DEPARTMENT:</b> OPERATIONS <b>REPORTS TO:</b> DIRECTOR OF FACILITIES <b>STATUS:</b> NON - EXEMPT
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Prepare orders, load and unload trucks, deliver to customer over established route adhering to all company work rules and regulations.

## **WHAT WILL I BE DOING?**

*In your role as Driver Helper, you will be part of our success by:*

- Pick and check customer orders accurately and efficiently, load and unload trucks, verify shipping and receiving quantities
- Keep all equipment clean and free of debris including truck cab and truck bays on a frequent basis
- Keep warehouse and work environment clean
- Operate all equipment in a safe and orderly fashion
- Report any accidents or injuries immediately
- Maintain professional appearance with company supplied uniforms
- Deliver orders to customers in a prompt, professional, and polite fashion
- Daily contact requiring courtesy, discretion, and sound judgement
- Rotate product
- May plan route to ensure most economical use of time and equipment
- Adhere to work schedule
- Other duties as assigned by supervisor

## **WHAT DO I NEED TO DEMONSTRATE?**

*As well as a strong desire to learn and succeed in distribution logistics, to be considered for this position you must be able to meet the following requirements:*

### Required:

- High School diploma/GED
- Thorough knowledge of traffic laws and defensive driving
- Skill in operation of listed tools and equipment
- Ability to safely drive various vehicles
- Ability to establish and maintain effective relationships with employees, supervisors, and the general public
- Ability to communicate effectively
- Ability to perform heavy manual tasks under varying weather conditions
- Ability to make independent judgements which have moderate impacts on the organization

### Preferred:

- Valid forklift certification

## **WHAT ELSE DO I NEED TO KNOW?**

- Must be flexible to support a 24/7 operation, which may exceed a normal 8 hour workday.
- The ability to work a full shift, come to work on time, work overtime as needed, and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. Also, frequently required to walk, sit, talk, hear, use hands and fingers to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, and crouch. The employee must be able to lift up to thirty pounds regularly; thirty-five to fifty pounds frequently, one hundred seventy pounds occasionally. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the ability to adjust focus.

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- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

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PRINTED NAME AND SIGNATURE

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DATE