



JOB TITLE: DRIVER HELPER

DEPARTMENT: OPERATIONS

REPORTS TO: DIRECTOR OF TRANSPORTATION

STATUS: NON - EXEMPT

In your role as Driver Helper, you will be responsible for the following essential functions:

Pick and check customer orders accurately and efficiently, load and unload trucks, verify shipping and receiving quantities

- Keep work environment and all equipment clean and free of debris including truck cab and truck bays
- Operate all equipment in a safe and orderly fashion
- Report any accidents, unsafe conditions or injuries immediately
- Deliver orders to customers in a prompt, professional, and polite fashion
- Rotate product
- May plan route to ensure most economical use of time and equipment

To be considered for this position you must have the following qualifications:

- High School diploma/GED
- Ability to perform heavy manual tasks under varying weather conditions

Candidates should also have the following competencies:

- Problem Solving/ Critical Thinking
- Self-motivated
- Positive Attitude
- Flexibility
- Professionalism/ Interpersonal Skills
- Ability to work independently and as part of a team
- Goal Oriented

Other important information to consider:

- 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.
- This is a safety sensitive position, which means the employee's job performance can affect the safety of the employee and others. Job performance under the influence of alcohol or drugs could lead to physical injury or death to the employee, other employees, or members of the public at large. Therefore, employee must be able to perform the job responsibilities without causing a threat to co-workers, to the workplace, or to the public at large.
- 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.
- 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.

