

# **BULLARD & SON INC.**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>LOCAL / RELIEF DRIVER</b>
<b>REPORTS TO:</b>	<b>PLANT MANAGER</b>
<b>DEPARTMENT:</b>	<b>RETAIL</b>
<b>SUPERVISES:</b>	<b>NONE</b>
<b>EDUCATION:</b>	<b>HIGH SCHOOL DIPLOMA OR EQUIVALENT EXPERIENCE</b>
<b>EXPERIENCE:</b>	<b>GOOD CUSTOMER RELATIONS EXPERIENCE.</b>
<b>PHYSICAL QUALS:</b>	<b>FULL BODY MOBILITY-NO LIFTING RESTRICTIONS- ABLE TO MAKE FREQUENT STOPS AND DELIVERIES. LOADING AND UNLOADING TRUCKS, AND STEPPING UP INTO AND OUT OF TRUCKS. ABLE TO WORK IN WARM ENVIROMENT.</b>
<b>MENTAL QUALS:</b>	<b>ATTENTION TO DETAILS. GOOD CONCENTRATION ABILITY.</b>

### **JOB SUMMARY:**

- **ESSENTIAL DUTIES OF THE POSITION:**
  1. **PICK UP ITEMS FROM LOCATION AND DELIVER CLEAN ITEMS. RETURN TO PLANT AND UNLOAD SOILED ITEMS TO PROPER LOCATIONS IN PLANT AND PREPARE AND LOAD TRUCK FOR NEXT DAYS ROUTE.**
  2. **WHILE WAITING FOR DELIVERY ASSIGNMENTS, ASSIT RETAIL CUSTOMER REPRESENTATIVE WITH PROCESSING THE CUSTOMER'S ORDER AND OR WORK ON PRODUCTION FLOOR AS NEEDED.**
  3. **MAINTAIN THE CLEANLINESS AND REPORT MACHANICAL ISSUES ON TRUCKS OPERATED.**
  4. **LEARN AND MAINTAIN KNOWLEDGE OF ALL ROUTES TO FILL IN AS RELIEF DRIVER WHEN NEEDED.**
  5. **MAINTAIN A VALID DRIVERS LICENSE AND GOOD DRIVERS RECORD.**