



## Job Description

Updated 6/2/04

### Job Title: Truck Driver

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#### Summary

A Truck Driver should strive to provide great customer service by striving to deliver items to customers in a safe and timely manner without damaging the merchandise.

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#### Essential Duties and Responsibilities, Include but are not limited to

- A. Presenting a consistent, pleasant, customer service oriented image to customers.
- B. Delivering merchandise to customers' homes and businesses.
- C. Pulling and staging orders.
- D. Providing appropriate solutions to customers questions
- E. Providing great customer service to exceed a customer's expectations.
- F. Working with other associates in order to complete tasks and achieve budgeted goals.
- G. Ability to maintain a positive customer service attitude when dealing with customers.
- H. Making collections for C.O.D. deliveries.
- I. Performing safety checks on truck and cargo for safe operation while driving.
- J. Completing daily operational and safety logs.
- K. Responsible for the appearance and upkeep of trucks and equipment.
- L. Must be gate, forklift, and driver certified in a timely manner following initial hire date.
- M. Cleaning her/his assigned areas.
- N. Other functions as assigned by her/his supervisor.

#### Qualifications:

Must have good oral/written communication skills in order to effectively interact with customers, vendors, and other associates in person and on the telephone. Must be customer service-oriented and team oriented. Must have good organizational skills. Must be able to effectively manage multiple tasks simultaneously. Must have a current Commercial Driver's License (CDL) unless you work at a store that trucks do not require that you have a CDL. In this case, you must have a valid driver's license and be DOT certified. You must have a driving record acceptable to Marvin's insurance carrier to operate a company vehicle. Must be 21 years or older. Must be able to drive a delivery truck with a manual transmission. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 80 lbs., handle large odd shaped items, and stock items in overhead areas. Must be able to accurately count and distinguish merchandise. Must be able to quickly learn to operate a forklift safely and efficiently. Must be able to work a flexible schedule including weekends, evenings, and holidays.



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*This job is an hourly position with eligibility for gain-sharing on store performance. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.*

*Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.*

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I have read my job description and understand it.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date