

POSITION TITLE: Delivery - Driver

REPORTS TO: Bindery Supervisor

DATE: March 2024

Work Hours: 8:30 AM – 4:30 PM

Job Summary: Loads, unloads and drives a company vehicle for pickups and deliveries. Cargo Van and 14 foot box truck with power lift gate

Employment Policy for drivers:

Safety:

- All drivers must follow all state and federal laws.
- All drivers must participate in drug and alcohol testing, including DOT Annual Physical
- Random drug testing,
- Observe cell phone policy as outlined in Keno Handbook
- Use of personal vehicle is prohibited during work hours.

DUTIES AND RESPONSIBILITIES: (Including the following. Other duties may be assigned).

- Drives company truck/van/car to deliver company product to customer, and transport material to and from plant.
- Process necessary documentation required for delivery receipts, labels, packing lists etc.
- Coordinate shipping details with Production Planners
- Process FedEx and UPS shipments (domestic and international)
- Loads and unloads material onto or off company vehicles.
- Makes minor repairs, has trucks regularly serviced, and keeps truck clean and neat at all times.
- Maintains all vehicle safety equipment.
- Maintains all vehicle paperwork and ensures up to date insurance and registration are in each vehicle.
- Reports major problems to supervisor.
- Palletizes outgoing products.
- Represents the company “on the road”.
- May interact directly with customers.
- May do internal general bindery work when no driving work needed.

- Maintain all equipment in your area in a clean, safe manner; report any problems to supervisor immediately.
- Obeys all traffic laws and driver courtesy rules
- Performs other incidental duties as assigned.
- Implements and monitors safety devices & procedures.
- Conform to company rules and obey all safety regulations.
- Coordinate deliveries with Supervisor for most efficient route
- Clear vehicles of snow in winter.
- Attend daily production meeting.

Skills and Abilities Requirements:

- Ability to drive car, van and box truck.
- Valid state of Connecticut Drivers License and clean record
- Safely operate electric pallet jack.
- Be familiar with street and highway metro area; be able to read road and street maps.
- Obey traffic laws; be a safe and courteous driver.
- Must be able to lift, carry and/or move heavy boxes (100+ lbs.) manually or with specified equipment.
- Must be quality and service-oriented for representing the company on the road.
- Ability to use navigation system and build address book of regular locations.

Contact:

info@kenographics.com