

Job: Driver

Reports To:

Position Description: Represent Landscapers Supply/Ace Hardware in the yard, on the road, and when delivering to customers home and job site in a positive manner that insures customer confidence and satisfaction. To be an important part of a drive/yard team that is productive and motivated to meet and exceed all goals and objectives.

Major Areas of Responsibility

1. Safety first
2. Deliver all products in a timely manner
3. Loading and unloading cargo on the store yard and job site
4. Manage vehicle and equipment maintenance
5. Store and yard appearance

Specific Responsibilities of the Job

1. Safety first.
 - a. Obey and be in compliance with all state and federal laws concerning vehicle inspection, load management, and the operation of drivers and equipment.
 - b. Obey and be in compliance with all state and federal laws concerning the securing of loads.
 - c. Dailey perform of pre-trip inspection.
 - d. Proper operations of equipment used to load and unload cargo.
 - e. Drivers must maintain a CDL medical card.
2. Deliver all products in a timely manner.
 - a. Call customer and give them an estimate time of arrival.
 - b. Meet or exceed the customer's expectation by delivering what was promise when it was promised.
 - c. Listen to customer and show concern for their needs and problems.
 - d. Work with employees at other locations to load and unload cargo.
3. Load and unloading customer's vehicles on the yard.
 - a. Treat customers in a friendly and respectful manner.
 - b. Listen to customer and show concern for their needs and problems.
4. Manage vehicle and equipment maintenance.
 - a. Record all data in a log book.
 - b. Report any needed repairs to the Jamie Smith or Scott Bridges.
 - c. Treat equipment as if it was yours.

5. Store appearance.
 - a. Maintain vehicles, yard area, office area, kitchen, showroom and warehouse in a clean and professional manner.

Work Environment

- Maintain professionalism in all business and personal activities.
- Dress appropriately and according to company policy.

Conclusion

- This outline of a job description is to serve as a guide for expected job performance. It is not intended to limit individual initiative. The company reserves the right to add or delete responsibilities or change position descriptions or qualifications as business requirements dictate.
- Perform other duties as assigned by Store Manager of Landscapers Supply Inc.