

Island Enterprises Inc Job Description

Position: Truck Driver
Company: Salish Seafoods Company
Date: July 14, 2020
Hourly Rate: \$18 - \$30 / DOQ
Reports to: Operations Manager
Opens: 07/20/2020
Closes: 07/31/2020

SUMMARY

The Successful candidate will operate company vehicles and provide courteous and efficient delivery of product shipments for conformance to Salish Seafoods features of service, provide coverage for all assigned routes within the company's service areas, and provide related customer service functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Perform manual labor and routine clerical work in receiving, ordering, storing, re-warehousing, issuing/shipping, delivering or picking supplies, in warehouse and stores;

Boxes orders with packaging materials and weighs freight properly by customer request and company standards;

Transports product to and from customers and using locations in truck or van or car; and is responsible for receiving signatures on invoices bill of lading and returning all invoices and bill of lading and any other receipts to the office after every delivery day.

Performs or assists with receiving inspection of supply and materials;

Issues and distributes product according to approved invoices and bill of lading;

Consolidates freight and arranges for deliveries in order of customers and performs minor routine repairs on equipment;

Operates truck, van, hand truck, dollies, forklift, or other mechanical stock handling equipment;

Assists in taking physical inventories;

Performs duties involved in maintenance, arrangement and cleanliness of the facilities and its equipment;

Cleans and Sanitizes truck daily;

Performs daily safety inspections of vehicle and checks fluids daily;

Responsible to keep all required data recorded properly for every delivery;

Performs other work as required.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: To perform this job successfully, an individual must possess a license for type of vehicle assigned with a good driving record, be able to demonstrate area knowledge. The ideal candidate must be able to lift 75 lbs. and

maneuver pallets of any weight above 75 lbs. with appropriate equipment and/or assistance from another person. Good human relations and verbal communication skills are required. Demonstrated skills in adaptability, dependability and excellent courier methods. Courier position requires a neat appearance since customer contact is required. Couriers are subject to regulatory alcohol and drug testing.

The successful applicant must be consistently at work and on time; must follow instructions and respond to management direction; prioritize and plan work activities and meet challenges with resourcefulness; and treat others with respect and consideration regardless of their status or position.

Applicant must have knowledge of proper storage and handling procedures for perishable, hard and soft goods, storekeeping methods and records; inventory and inspection procedures.

EDUCATION and/or EXPERIENCE: High School Diploma or GED and a minimum of three years commercial driving experience is required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have valid Washington State Driver's License. **Must submit to a back ground check including driver's record.** CDL license required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and to talk and hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee may frequently be required to lift up to 75 pounds and push or pull heavy weights.

This position also requires close vision (clear vision at 20 inches or less), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed in a given point), and depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The noise level for this position is generally moderate.

CONFIDENTIALITY: This position requires strict confidentiality

Must be able to pass a criminal background check to be hired.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERECE: Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

CONTACT: Human Resources at (360) 426-3442