

**At-Will Job Description**

**Location:** KBC International **FLSA Status:** Non-Exempt

 140 Venture Ct., Lexington, KY 40511

**Job Title: Delivery Driver Type of Position:** Full Time, Hourly

**Reports to**: Warehouse Manager **Reporting to this Position: N/A**

**Job Summary**

The **Delivery Driver** is responsible for representing the company in a professional and courteous manner as product is delivered to customers, and to be efficient and accurate in the loading and delivering of product.

**Essential Functions**

* Accurately loads the company vehicle with the correct product and quantity ordered.
* Arranges customer invoices in delivery order sequence.
* Loads the delivery vehicle and verifies each invoice by checking the customer name, item description, item size, and quantity.
* Delivers product to customers in the most efficient and economical route available.
* Physically unloads the product at customer site.
* Operates the company vehicle safely and abides by all traffic laws and regulations.
* Assists in warehouse tasks including inventory receiving and stocking; order pulling; and general upkeep.

**Duties & Responsibilities**

* Makes timely delivery of product to the customer and/or other stops assigned by supervisor.
* Notifies supervisor of any maintenance issues with the company vehicle.

**Skills & Abilities**

* Demonstrated ability to maneuver a van or large truck on farms and in tight spaces.
* Possesses good interpersonal skills to optimize customer service.
* Possesses a keen attention to detail.
* Proven ability to follow directions.
* Demonstrated ability to analyze maps to determine the optimal route for deliveries that minimizes time spent on making the delivery and gas consumption.
* Possesses a working knowledge of horse farms.
* Exhibits resourcefulness when performing job duties.

**Experience Requirements**

* Prefer one (1) or two (2) years of experience in driving a delivery vehicle.
* Able to operate a fork lift, pallet jack and other equipment used to load and unload product.
* Must maintain a valid driver’s license and a clean driving record.

**Education Requirements**

* High School Degree or GED required.

**Physical Requirements Essential to Perform the Duties of the Job**

* Frequently communicates with employees and customers in person and on the telephone to provide assistance or obtain information.
* Frequently remains in a sitting position while driving delivery vehicle.
* Occasionally uses the computer with fingers and hands when searching information such as driving routes and directions.
* Frequently exposed to outside weather conditions and extreme temperature changes.
* Frequently drives a motor vehicle to visit and call upon customers, requiring good vision, and hand eye coordination.
* Frequently lifts objects weighing up to fifty (50) pounds when delivering products without assistance.
* Frequently lifts objects weighing over fifty (50) pounds with assistance when loading product.
* Frequently stoops, bends, or kneels to inspect products.