



Delivery Driver – Full Time Position

Summary

The Delivery Driver will be responsible for the delivery of products over established routes. Responsibilities will include the correct loading of the vehicle, recording of delivery information, and ensuring overall vehicle safety. The Delivery Driver will be expected to operate the delivery vehicle in a safe manner at all times, obeying all rules of the road, and follow all appropriate company policies and procedures.

Responsibilities

- Operate and drive automobiles, vans and light trucks to pick up and deliver various products
- Perform pre-trip inspection of vehicle
- Deliver products over established routes
- Ensure correct loading and unloading of products in a safe manner, using provided tools as appropriate (e.g. dollies, lifts, etc.)
- Operate vehicle in a safe manner, obeying all rules of the road
- Comply with all company policies and procedures regarding the delivery of goods
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Check all load-related documentation to ensure that it is complete and accurate.
- Communicate effectively with the public, customers, and co-workers both verbally and in written form
- Deliver the product and proper paperwork to our customers in a courteous and timely manner
- Provide feedback to supervision regarding customer problems, mechanical problems, or delivery problems
- Complete all necessary paperwork at the end of the shift. May include, but not limited to, daily logs, inspection logs, delivery receipts, vehicle inspection, hours of service, etc.

Qualifications

- High School Diploma, G.E.D. or equivalent
- Valid Driver's License (Specify Class of Driver's license required)
- Clean Driver's abstract
- Clear Criminal Background Check
- Defensive Driving Course (an asset)
- Demonstrated organizational skills with strong oral and written communication abilities
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- High level of personal integrity
- Strong work ethic
- Professional/mature demeanor under stressful situations
- Ability to work in a fast-paced environment
- Confident, consistent decisive personality
- Must be able to work with little supervision; must be self-directed

Interested candidates are invited to forward a resume, in confidence, to: hr@muldoonscoffee.com
Principals only, please no recruiters.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.