



Job Title: Box Truck Operator/Production Worker

Hourly Rate: \$19.00 - \$23.00

Reports to: Warehouse Manager

Duties/Responsibilities:

- Drive and operate box truck
- Assist in maintaining compliance to ISO9001 quality management system standards
- Load and unload material in a safe manner
- Follow instructions; locate and read location and road maps
- Pre-inspect truck; monitor and immediately report problems with assigned equipment operations, product quality and customer satisfaction
- Assist and supervise loading of truck to ensure proper order and weight distribution
- Maintain complete and accurate records such as drivers daily truck log, fuel tickets, delivery documentation, and any other required documents according to state and federal regulations
- Survey job area and unload cargo in the best area available in a safe manner
- Responsible for basic vehicle maintenance; comply with all safe work practices, policies, and processes always
- General cleaning and maintaining building facility
- Dispose of boxes, containers, broken pallets, etc.;
- Other duties and responsibilities related to the nature of the job may be assigned on a temporary or permanent basis as needed

Skills and Qualifications:

- Traffic laws/ DOT regulations/ driving knowledge
- Use RF Gun
- Forklift experience required
- Able to pass random drug tests
- Clean MVR
- No DUI/DWI convictions in the past seven years
- Good Listening and verbal communication skills
- Dependability, good attendance, performance, work independently and the ability to work overtime (flexible)

Education, Experience and Age Requirements:

- High school diploma or equivalent
- CDL C
- 25 years or older
- At least 3 years driving experience

Physical Requirements:

Ability to sit and stand for prolong time, walk, and use hands to hold or operate objects, tools, or controls. Able to reach with hands and arms, kneel, bend, crouch, climb ladders/stairs and twist body.

Must be able to regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 50 lbs. throughout the day.

Comprehensive Benefits:

- Health Insurance – medical/dental/vision
- Life Insurance
- Retirement plan (401) k
- Vacation/sick days
- Flexible Spending Account (FSA)
- Dependent Care Flexible Spending Account (DCFSA)

I acknowledge I have received, reviewed, and understand the job requirements for this position.

Employee Name: _____

Date: _____