



Position:	Driver Helper	Department:	Transportation
Classification:	Non-Exempt – Hourly	Reports To:	Director of Transportation
Date Created:		Last Revised:	June 15, 2015

Job Overview:

The Driver Helper position is responsible for assisting a Ginsberg’s Foods delivery Driver by unloading products from the truck by hand, using provided equipment to move the product to the appropriate location at the customer’s place of business. Driver Helpers frequently interact with customers, so a professional demeanor and appropriate attention to customer needs are essential in this position. When working with a Driver, Driver Helpers will take direction from a Driver when such direction is related to performance of duties that are necessary to complete the delivery process.

Essential Functions:

1. Reports to work on time (before the scheduled departure time) to prepare for the day’s work.
2. Adheres to all company safety programs and practices to ensure personal safety and the protection of company equipment.
3. Complies with all Ginsberg’s Foods delivery policies and procedures in order ensure the accuracy of the delivered product and to avoid personal injury and/or damage to the product.
4. Physically unloads heavy product from the truck at customer locations using a hand truck and ramps.
5. Navigates various surfaces, inclines, steps and stairs, while delivering product to the appropriate location (dry, cooler, frozen) at the customer’s place of business.
6. Interacts in a professional manner with customers, attempting to resolve concerns as they arise.

Additional Responsibilities:

1. May receive cash from customers when necessary, and handle cash in accordance with company policy.
2. Attends all department and safety meetings as required.
3. When not assisting a Driver, may be required to perform a variety of general maintenance tasks in and around the facility.
4. Unloads totes, pallets, and returned and damaged products from truck onto dock.
5. Sweeps trailers clean daily.
6. Performs other functions as required or directed.

Knowledge, Skills, and Abilities:

1. Ability to wheel a hand truck that holds as much as 250 pounds.
2. Ability to regularly lift and/or move eighty (80) pounds.
3. Ability to successfully navigate stairs.
4. Ability to sit for long periods of time.
5. Ability to obtain certification and operate company equipment necessary to unload trailers.
6. Ability to work long work hours when necessary.
7. Ability to read and understand paper maps and GPS for the purpose of assisting a Driver with navigation.
8. Ability to manage difficult or emotional customer situations and respond promptly to customer needs.
9. Ability to work with minimal supervision.
10. Ability to accurately understand oral and written communication.
11. Ability to perform basic mathematical calculations.
12. Punctuality and dependability.
13. Honesty and integrity.
14. Courtesy and tact.

Education/Experience (Preferred Minimum Qualifications):

1. Graduation from high school or possession of a General Equivalency Diploma (GED)

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random, reasonable suspicion, and post-accident drug and alcohol tests.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Frequently</i>
Stand:	<i>Frequently</i>
Walk:	<i>Frequently</i>
<i>Intermittent Activity</i>	
Bend:	<i>Repeatedly</i>
Kneel/Squat: maybe limited	<i>Frequently</i>
Climb Stairs:	<i>Repeatedly</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Frequently</i>
Typing/Keyboard	<i>Limited</i>
Vehicle Operation:	<i>Limited</i>
PPE/Special Clothing: (boots, gloves, etc)	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Continuously</i>
Fine Manipulation:	<i>Limited</i>
<i>Material Handling</i>	
	<i>lbs.</i>
Lift:	<i>0 - 80</i> <i>Continuously</i>
Carry:	<i>0 - 80</i> <i>Continuously</i>
Push:	<i>0 - 250</i> <i>Continuously</i>
Pull:	<i>0 - 250</i> <i>Continuously</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals*:	<i>Frequently</i>
Exposure to Weather/Temperature Contrasts:	<i>Continuously</i>

*MSDS available for all chemicals handled.