



Position:	Non-CDL Driver	Department:	Transportation
Classification:	Non-Exempt – Hourly	Reports To:	Director of Transportation
Date Created:	May 7, 2018	Last Revised:	May 7, 2018

Job Overview:

The Non-CDL Driver position is responsible for supporting Ginsberg’s Foods sales efforts by delivering products to customers in an accurate and timely fashion. To complete deliveries, Drivers navigate to locations on their route using a computer system on-board the vehicle and unload products from the truck by hand, using provided equipment to move the product to the appropriate location at the customer’s place of business. Non-CDL Drivers frequently interact with customers, so a professional demeanor and appropriate attention to customer needs are essential in this position. On occasion, a Non-CDL Driver may be required to assist another driver who has fallen behind schedule on a given day. Also, a Non-CDL Driver may be responsible to pick-up and deliver backhaul loads to the warehouse at Ginsberg’s Foods.

Essential Functions:

1. Reports to work on time minutes (before the scheduled departure time) to prepare for the day’s work.
2. Organizes the assigned paperwork for the day’s deliveries, and maintains accurate reports and daily logs.
3. In accordance with Ginsberg’s Foods policy and procedures, conducts pre-trip and post-trip inspections on the tractor and trailer.
4. Reviews driver manifest at beginning of each work day, matches the manifest invoice number with customer invoice number, and updates/adjusts manifests and invoices as necessary.
5. Drives in a safe and courteous manner, obeying all DOT requirements and traffic laws and regulations.
6. Adheres to all company safety programs and practices to ensure personal safety and the protection of company vehicles and/or equipment.
7. 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.
8. Physically unloads heavy product from the truck at customer locations using a hand truck and ramps.
9. Navigates various surfaces, inclines, steps and stairs, while delivering product to the appropriate location (dry, cooler, frozen) at the customer’s place of business.
10. Interacts in a professional manner with customers, attempting to resolve concerns as they arise.
11. Receives cash from customers when necessary, and handles cash in accordance with company policy.

Additional Responsibilities:

1. Attends all driver and safety meetings as required.
2. When not driving, may be required to perform a variety of general maintenance tasks in and around the facility.
3. Unloads totes, pallets, and returned and damaged products from truck onto dock.
4. Sweeps truck clean daily.
5. Fuels truck, and checks all fluids, on a daily basis.
6. Performs other functions as required or directed.

Knowledge, Skills, and Abilities:

1. Current knowledge of the laws, rules, and regulations required to possess a valid Drivers License.
2. Ability to safely operate a truck in accordance with all traffic laws and regulations.
3. Ability to wheel a hand truck that holds as much as 250 pounds.
4. Ability to regularly lift and/or move eighty (80) pounds.
5. Ability to successfully navigate stairs.
6. Ability to drive and work in all types of weather conditions.
7. Ability to sit for long periods of time while driving.
8. Ability to obtain certification and operate company equipment necessary to unload company trucks.
9. Ability to work long work hours when necessary.
10. Ability to successfully deliver product within strict deadlines.
11. Ability to effectively operate truck on-board computer system.
12. Ability to read and understand paper maps and GPS for the purpose of navigation.
13. Ability to manage difficult or emotional customer situations and respond promptly to customer needs.
14. Ability to work with minimal supervision.
15. Ability to accurately understand oral and written communication.
16. Ability to perform basic mathematical calculations.
17. Punctuality and dependability.
18. Honesty and integrity.
19. Courtesy and tact.

Education/Experience (Minimum Qualifications):

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

Licenses/Certifications/Special Requirements:

1. Possession of a valid Driver License
 - a. Clean driving record (no major violations in the past 36 months)
2. Must take and pass a pre-employment drug test.
3. 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>Continuously</i>
PPE/Special Clothing: (boots, gloves, etc)	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Continuously</i>
Push/Pull:	<i>Continuously</i>
Fine Manipulation:	<i>Continuously</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.