

A&M Kiln Dry, Ltd.

Job description

Truck Driver

Date: 0-00-00

1: Customer Service:

- A. Establish and maintain good relationships with customers, respect the customers property, no profanity or bad language.

2: Safety:

- A. Drive safely, responsible, considerate, always aware of surroundings.
- B. Load securement, always securing your load no matter how big or small your load is. Keep load sizes reasonable to not damage trucks.

Keep driving record clear from any citations, maintain class A or B CDL.

3: Responsibilities:

- A. Responsible to have delivered goods paperwork signed and returned to James, incoming lumber paperwork attached to product in warehouse, return product paperwork filled out and attached to returned product, responsible for making sure any customer payments are turned in to Phil.

Organize your delivery route and load accordingly, load and unload your truck.

- B. Maintenance- Responsible for truck and piggyback lift maintenance and repairs. Inform Javier with maintenance issue and to schedule maintenance.

Communicate with our shop mechanic (Joey) on minor repairs service to see if he is able to fix the problem.

Fill your trucks fuel tank each evening before parking your truck in garage.

Wash and clean your truck and piggyback lift weekly with pressure washer in truck garage.

4: communication:

- A. Communicate with James on all deliveries/ pickups and work schedule, let James know when you have an appointment for maintenance on your truck, Marion with questions of where loads might be staged in warehouse, sales team if questions on return products.

Signature: