

Yard Driver Job Description (Revised March 2022)

Job Summary

The Yard Driver will deliver and pick up goods, parts, and other merchandise as needed from both in town and out of town destinations.

Delivery drivers are expected to maintain a positive representation of Cleaver Farm and Home both on the road and off. The main task of a delivery driver is to provide timely delivery of customers' orders and provide setup and operational instructions to the customer as needed. They should also provide an outstanding customer service experience consistent with company values.

Duties/Responsibilities

- Inspects delivery vehicles before starting the day's deliveries to ensure the vehicle is in proper working condition.
- Plans and completes an efficient delivery and pick up route.
- Loads delivery vehicles according to company specifications with products scheduled for delivery.
- Communicates effectively with customers to update them on delivery status.
- Delivers products to correct addresses, unloads product according to customer specifications, and obtains signatures and proof of receipt when necessary.
- Picks up products along the scheduled route, including items to be returned, company orders, and other items as requested.
- Maintains records of truck mileage and deliveries/pickups made.
- Ensures that the truck receives basic service according to the maintenance schedule; reports larger service needs and mechanical issues to the supervisor.
- Assists in general warehouse duties when delivery route is completed.
- Performs other related duties as assigned.
- Adheres to all store policy and safety standards.

Required Skills/Abilities

- Ability to drive safely.
- Ability to use navigation tools such as onboard GPS, smartphone apps, and/or web-based or physical maps.
- Capability to plan driving routes.
- Ability to maintain basic logs and records.
- Work without constant supervision
- Professionalism and outstanding customer service skills.

Education and Experience

- Minimum Class C driver's license and clean driving record.

Physical Requirements

- Must be able to lift up to 50 pounds regularly.
- Must be able to load and unload products with and without dollies or forklifts in various types of weather.