



## **D&D Mulch and Landscape, Inc.**

### ***Delivery Driver Job Description***

#### **Job Background:**

D&D Mulch and Landscape, a local company selling exterior yard products (loam, mulch, decorative stone) and construction aggregates (gravel, sand, fill, stone), is expanding its operation and looking for an experienced person to add to their growing team.

This seasonal part-time position has been created to assist a Retail Yard Manager with fulfilling delivery orders from their location. D&D currently has 13 locations across MA and RI, so there is a high chance a Delivery Driver will work close to home. Most of our trucks are Ford F-Series frames with dump bodies, so no CDL will be needed!

The Delivery Driver is responsible for ensuring D&D's products reach their destination in a safe, efficient manner. Since D&D's locations are seasonally operated, opening in approximately April and running through sometime between Halloween and Thanksgiving, a Delivery Driver is hired around when a retail location opens and terminated when the retail location closes.

This is a new position with a lot of growth potential for the right person. Our company has many long-term employees who have developed personally and professionally with our company over the last 25 years.

#### **Job Responsibilities:**

*A Delivery Driver is expected to:*

- Communicate with customers in a professional manner to ensure client satisfaction
- Keep a clean truck, both inside and out (This may include washing the interior and/or exterior at the conclusion of each business day.)
- Perform routine inspections to insure safety and reliability of truck, including pre-trip and post-trip inspections while reporting repairs as needed through D&D's software
- Take constructive feedback from supervisor(s)
- Recognize and identify D&D's products both from near and far distances
- Assist walk-in customers in the product yard if asked
- Proactively respond in looking for potential hazards, problems and overall safety as well as taking corrective action
- Have exceptional time management skills and ability to work independently
- Have exceptional attendance and reliability

#### **Enhanced Responsibilities:**

Most deliveries will occur when no customer is present. The Delivery Driver will be expected to determine where to dump their load by cross-checking a location specified on their paperwork with the actual property characteristics. They will also collect payment-on-delivery for certain orders.

#### **Requirements:**

- High School or equivalent
- Current Class D driver's license in good standing
- Capable of obtaining and maintaining required DOT medical card