



**POSITION DESCRIPTION**

<b>Job Title:</b> Driver	<b>Effective Date:</b> August 1, 2020
<b>Department:</b> Delivery	<b>FLSA Status:</b> Non-Exempt, Full-Time
<b>Reports to:</b> Operations Manager	<b>Supervises:</b> None

**Summary of Position:** The Driver will deliver product to FPS customers in the Chicagoland and Northwest Indiana area. In a safe and timely manner to meet our customers' needs by performing the following duties:

**Duties and Responsibilities:**

- Perform inspection of vehicle prior to departure following specified procedures.
- Ensure all equipment and documents needed for the route is in the vehicle.
- Check and document fuel level and refuel, if necessary.
- Comply with state governed rules of the road.
- Understand how to handle all road conditions.
- Ensure the condition of the product inside of the truck remains undamaged.
- Handle proper delivery and unloading of items at customer sites.
- Ensure proper paperwork is completed with customers.
- Collect cash or checks from customers as dictated.
- Correctly process a customer pickup.
- Maintain safe driving record.
- Maintain assigned equipment.
- Report any accidents or incidents immediately to management.
- Complete the end of day check in.
- Always maintain professionalism in front of customers.
- Follow all rules and protocols in Drivers Delivery Handbook.

**Technical Requirements – Education, Areas of Knowledge and Experience:**

- Excellent Customer Service skills.
- Highly skilled in the operation of commercial vehicle.
- Knowledge of federal, state, and local traffic laws and regulations governing the operation of a commercial vehicle.
- Knowledge of the greater Chicagoland and Northwest Indiana area.
- Possession of a valid CDL.
- Previous commercial driving experience.
- Maintain safe driving record.
- High school diploma or equivalent preferred.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- Ability to communicate effectively in English.

**Behavioral Requirements - Personal Skills and Competencies:**

- Ability to work well under pressure.
- Ability to work well independently.
- “Can-do” person; must be positive and energetic.
- Team player.

**Safety Expectations and Requirements:**

- Show up fit for duty.
- Wear steel toe boots.
- Know and comply with all safety policies, standards, and procedures that apply to your job and the work environment.
- Actively participate in all required safety training and meetings.
- Do not knowingly commit unsafe acts.
- Know and manage your own personal limitations.
- Assess the hazards of the job area before starting any assignment and plan the job so that the work can be done safely.
- Manage any situations that affect your ability to do the job safely.
- Continuously evaluate conditions that affect your ability to do the job safely.
- Use the correct tools and use them safely.
- Maintain good housekeeping in your work area.
- Immediately report all incidents, near-misses, and unsafe conditions to your Manager or Human Resources.
- Intervene to address unsafe conditions or behaviors.
- Appropriate PPE must always be worn while working.

**Working Conditions/Physical Requirements of the Job:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand and sit; frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, and talk or hear.
- Moderate to loud noise.
- The employee is occasionally exposed to fumes or airborne particles.
- The employee must frequently lift and/or move up to 80 pounds.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here

**Approvals:**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_



## POSITION DESCRIPTION

**Job Title:**

Order Picker

**Effective Date:**

August 1, 2020

**Department:**

Warehouse PM

**FLSA Status:**

Non-Exempt, Full-Time

**Reports to:**

Warehouse Supervisor

**Supervises:**

None

**Summary of Position:**

The Order Picker will retrieve stock to fill customer orders and transport items to the shipping desk for packing by performing the following duties:

**Duties and Responsibilities:**

- Receives orders from the order desk and retrieves goods from warehouse.
- Know how to stock a pallet with product effectively.
- Notify supervisor of products misplaced, damaged, or expired.
- Checks packing list for accuracy and inspects collected goods.
- Assembles customer orders from stock and places orders on pallets or shelves or delivers order to packing desk.
- Updates computer ordering system.
- Uses an order-picker truck to pull orders when needed.
- Ensures the order picking process is completed safely, accurately, and efficiently.

**Technical Requirements – Education, Areas of Knowledge and Experience:**

- High school diploma or general education degree (GED) required.
- Six months of experience in warehouse operations preferred.
- Ability to operate various types of materials handling equipment including hand trucks, pallet jacks, standard forklifts, and order-picker forklifts when needed.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

**Behavioral Requirements - Personal Skills and Competencies:**

- Ability to work well under pressure.
- Ability to work well independently.
- "Can-do" person; must be positive and energetic.
- Team player.

**Safety Expectations and Requirements:**

- Show up fit for duty.
- Know and comply with all safety policies, standards, and procedures that apply to your job and the work environment.
- Actively participate in all required safety training and meetings.
- Do not knowingly commit unsafe acts.
- Know and manage your own personal limitations.
- Assess the hazards of the job area before starting any assignment and plan the job so that the work can be done safely.

- Manage any situations that affect your ability to do the job safely.
- Continuously evaluate conditions that affect your ability to do the job safely.
- Use the correct tools and use them safely.
- Maintain good housekeeping in your work area.
- Immediately report all incidents, near-misses, and unsafe conditions to your Manager or Human Resources.
- Intervene to address unsafe conditions or behaviors.
- Appropriate PPE must always be worn while working.

**Working Conditions/Physical Requirements of the Job:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand; frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance.
- Moderate to loud noise.
- The employee is occasionally required to stoop, kneel, crouch, and talk or hear.
- The employee is occasionally exposed to fumes or airborne particles.
- The employee must frequently lift and/or move up to 80 pounds.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here

**Approvals:**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_