

Maplewood Ice Job Description

Job Title: Driver Assistant

FLSA Status: Non-Exempt

Summary: Responsible for assisting and preparing goods for packaging, assembly and distribution by performing the following duties:

Duties and Responsibilities include the following. Other duties may be assigned.

1. Operates forklift, hand truck, pallet and electric jack as needed.*
2. Loads van line according to domestic and international containerized shipments.*
3. Maintains cleanliness and assures proper functioning of trucks.*
4. Reports any repairs to management as they occur.*
5. Adheres to all company policies and procedures paying special attention to health and/or safety procedures.*
6. Accompany drivers when making deliveries, to assist with all aspects delivery completion.*
7. Performs other related duties as assigned.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

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 units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Education/Experience:

High School Diploma or Equivalent. Prior experience in inventory preparation, packing, wrapping and loading van line, domestic and international containerized shipments required.

Equipment:

- Forklift
- Pallet Jack
- Hand Trucks

Knowledge, Skills, and Other Abilities:

- Oral Communication Skills
- Written Communication Skills
- Reading Skills
- Organization
- Planning
- Professionalism
- Time Management

Physical Demands:

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, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to work near moving mechanical parts, outdoor weather conditions, and extreme cold (non-weather). The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather), and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.