



**CROWN STAIR**  
**1045 Georgetown Road Unit C-1**  
**Lexington, KY 40511**  
**Office 859-255-4477 Fax 859-258-9772**  
*"Built right - One step at a time"*

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**JOB DESCRIPTION**

**Job Title: Delivery Driver**

**Basic Function**

Perform all duties related to delivering finished products and receiving incoming materials in accordance with established procedures. Assist with general shop tasks as requested.

**Responsibilities**

1. Perform daily safety inspection of delivery truck.
2. Perform inspection of completed products in accordance with company quality standards prior to delivery.
3. Move finished products to loading area as needed.
4. Load delivery truck with customer orders per sales order and/or written instructions. Immediately report problems or discrepancies to supervisor.
5. Deliver finished products to job sites, homes etc. in the order they are scheduled. Notify customers as deliveries are completed and put up appropriate job signage.
6. Verify merchandise returns and manually tag with tickets daily.
7. Process end of the day delivery paperwork.
8. Unload incoming materials from supplier's trucks
9. Inspect incoming merchandise for deficiencies or breakages prior to shipment or warehouse storage, recording all discrepancies on appropriate paperwork.
10. Maintain incoming materials and supplies in an organized manner by receiving and stocking in designated areas.
11. Stock merchandise in warehouse to include utilizing equipment (Forklift, pallet jack, dollies etc.) and lifting and carrying merchandise to place on shelves.
12. Assist with other assigned responsibilities such as operating woodworking equipment and general maintenance.
13. Operate company trucks, equipment, and other machinery efficiently and in accordance with safety requirements. Immediately notify supervisor of equipment malfunctions, personal injuries or related occurrences.
14. Maintain a neat and orderly truck and workplace at all times. To include moving pallets, sweeping and removing/disposing of debris.
15. Adhere to all company policies and procedures paying special attention to health and/or safety procedures.
16. Wear personal protective equipment in accordance with training guidelines.
17. Perform other related duties as assigned.

**Skills**

Oral Communication Skills	Planning
Written Communication Skills	Organization
Interpersonal Communication Skills	Diplomacy
Math Skills	Professionalism
Time Management	Presentation
Reading Skills	Lifting at least 200 pounds
Ability to stand for extended periods of time	Ability to drive company vehicles (i.e. insurable, valid drivers license, current DOT physical)

**Education/Training**

Degree: High School Diploma or Equivalent

**Experience**

Prior delivery and woodshop experience helpful.

Are you able and willing to perform the functions and responsibilities of the job, per the job description? \_\_\_\_ Yes  
 \_\_\_\_ No. If no, why? \_\_\_\_\_

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Sign Date