



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

6 Dearborn Road · Peabody, MA 01960-1316
Telephone (978) 535-6551 · Fax (978) 854-4447
hr@northeastnursery.com

February 7, 2011

Job Title: Driver - CDL

Department: Transportation

Function: To operate a delivery truck or similar vehicle to pick up and deliver plants, bulk materials, palletized goods and deliver to our customers addresses.

Duties and Responsibilities:

1. Loads truck with product scheduled for the day's deliveries.
2. Determines most efficient order of delivery and prepares schedule showing order to be followed. Consults with supervisor about any unusual problems.
3. Delivers product and gets receiving slips signed.
4. Uses cell phone to report on progress of deliveries.
5. Picks up returns and items for use by the company. Verifies goods received against packing slips and signs receipt.
6. Maintains simple records of deliveries and truck mileage.
7. Follows maintenance schedule for having truck serviced.

Qualifications:

1. Be punctual and arrive for work in the proper uniform.
2. Be able to work outdoors in any weather.
3. Be able to lift and move at least 50 lbs.
4. Take direction from management and complete tasks unsupervised.
5. Demonstrate dependability, initiative and productivity.
6. Show familiarity and compliance of all policies listed in employee manuals.
7. Communicate well with others.
8. Work well with others in other aspects of nursery operation.
9. Operate machinery and equipment according to company policy.

Contact Person: Transportation Manager

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.