



Home Nursery Job Description

Revised 3-17-21

Department: Shipping

Job Title: Delivery Driver

Organizational Relationship: Reports to the Shipping Manager, in his absence reports to the Shipping Clerk

Major Goals and Responsibilities: To deliver Home Nursery's plant material in a timely and professional manner

Prerequisites: CDL Driver's License

Primary People Contacts:

- Shipping Manager
- Shipping Clerk
- Loading Foreman
- Customers
- Loaders

Specific Responsibilities:

- Participate as a conscientious team member of Home Nursery, Inc
- Deliver plants on time and within the limits of the law
- Communicate with customers in a courteous manner
- Assist in unloading truck at delivery location
- Ensure plants are unloaded properly at each delivery location
- Perform all work in a safe and efficient manner
- Report all safety hazards to Shipping Manager
- Treat all tools and equipment with care
- Check gas, oil, & tires daily
- Report truck servicing needs to Shipping Manager
- Responsible for a clean appearance of delivery truck; both inside and outside
- Complete and maintain mileage log daily
- Ensure proper completion of delivery sets
- Assist in other departments as requested by the Shipping Manager

Toughest Parts of the Job:

- Irregular hours
- Challenging customers
- Inclement weather

Performance Feedback: Annual evaluation with formal/informal meetings as needed

Celebrating The Past. Building Momentum Towards The Future.