



Job Title: Shuttle Driver-Texas	FLSA Status: Non-Exempt
Department: Transportation	Classification: Driver
Reports To: Transportation Manager	Supervises: N/A

Responsibilities:

This is a roundtrip Shuttle position between Lubbock, Texas and Albuquerque, New Mexico. This position is responsible for picking up empty trailers from the Penske yard in Lubbock and drops them at the facility in Albuquerque, New Mexico. Picks up loaded trailers from Albuquerque, New Mexico Facility and delivers them to the Penske yard in Lubbock, Texas. This position is also the relief driver for the Lubbock, Amarillo, and Midland delivery routes.

This position is generally a 4 days a week, 11 hours a day and other shifts as requested. Overtime hours, working weekends and holidays, and starting at various early morning start times are required in order to successfully meet customers' needs.

An individual must be able to satisfactorily perform each essential duty listed below. The requirements listed are representative as knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Skills and Knowledge:

- Operate vehicle in a variety of traffic and weather conditions.
- Meet or exceed minimum productivity levels established by the Company.
- Effectively plan and organize work activities independent of direct supervision.
- Develop a good working knowledge of product and procedures.
- Maintain ongoing inter-department communications related to routing, safety, and customer relations.
- Demonstrate strong customer relations and problem resolution skills.

Essential Duties:

- Deliver product within assigned route schedule and time windows. Immediately inform management team of any deviation from route.
- Unload product from trailer, by hand or using hand cart and place in designated customer storage areas. May include transporting product down ramps, stairs, or docks, in all weather conditions.

- Frequently lift, push, or move product that weights 1-75 pounds, up to 100 pounds; frequently reach up to 72" to stack and load pallets and hand carts; constantly bend and twist while loading and unloading product, and retrieving items from the trailer.
- Verify delivery of items with customer and obtain proper signatures. Contact Accounting for authorization when discrepancies on invoice and communicate all errors/returns.
- Collect payment (cash, check, or cashiers' check) where required, and turn in all funds collected daily.
- Pickup, load, and unload damaged goods and customer returns, and complete necessary paperwork.
- Perform pre-trip and post-trip responsibilities in accordance with Department of Transportation (DOT) regulations and Seattle Fish policies and procedures.
- Perform coupling procedures for the tractor/trailer as needed.
- Complete Department of Transportation (DOT) logs, company vehicle maintenance reports and reconcile with Transportation Manager as required.
- Follow safety preferred work methods at all times, and immediately advise supervisor of any unsafe conditions or injuries.
- Maintain and safely operate all assigned equipment, including but not limited to hand cart, pallets, load bars, and personal protective equipment.
- Maintain sanitary conditions in tractor and trailer and assist with maintaining sanitary conditions in the warehouse and yard.
- Attend all required company meetings.
- Other duties may be assigned.

Qualifications:

- Valid Class A Commercial Driver's License with a "clean" driving record.
- Possession of Double Trailer Endorsement
- Previous Commercial Transportation Experience.
- Must have current Department of Transportation (DOT) Medical Examiner's Certificate.
- Knowledge of company products as well as competitor products as related to seafood.
- Excellent verbal and written communication skills.
- Ability to function in and foster a team oriented work environment.
- Ability to maintain a clean driving record in order to meet company vehicle insurance requirements.
- Ability to work a flexible schedule which may include weekends and holidays depending on demands.
- Able to read, write, and communicate in English as it relates to the job and to the safety regulations.
- Must have basic math skills (add, subtract, multiply, divide).
- Must pass pre-employment testing (Drug Screen, Background Check, Physical Abilities Test)
- Pallet breakdown and hand cart delivery experience

- Proof of eligibility to work under I9, Employment Eligibility Verification requirements.

Preferred Requirements:

- High school diploma or general education degree (GED)
- Previous experience in foodservice industry.
- Pallet breakdown and hand cart delivery experience

Competencies:

To be successful in this position, the individual performing the duties must successfully demonstrate the following competencies:

- Building Customer Loyalty
- Managing Work
- Adaptability
- Building Trust
- Follow-up
- Communication

Employee Signature

Date

Manager Signature

Date

HR Signature

Date