



**Jerry & Keith's Inc.**

Jerry & Keith's, Inc.  
2814 Landco Drive  
Bakersfield, California 93308  
Phn: 661-327-4827 Fax: 661-327-9029

### Job Description

Job Title:	<b>Parts Delivery Driver</b>
Department:	<b>Parts</b>
Reports To:	<b>Warehouse supervisor/ Parts Manager/ Operations Manager/ CEO</b>
FLSA Status:	<b>Non-Exempt</b>
Prepared by & date:	<b>Ethan Decker – Operations Manager 6-1-2020</b>
Approved by & date:	
Pay Range:	<b>Typically between \$15.00 and \$18.00 Per Hour</b>

**Summary:**

Assist the sales division and parts warehouse with the transportation of incoming and outgoing parts and accessories. Interfaces with JKI customer base, management, office staff and shop personnel. If asked to by the warehouse supervisor, will stock and or check-in incoming freight.

**Essential Job Functions & Responsibilities:**

- Work directly with customer base to supply them with parts and accessories.
- Greet and treat customers in a courteous and friendly manner.
- Maintain a good driving record.
- Help with the receiving, locating and stocking of incoming parts and accessories. Receiving packages from Freight Carriers. Unloading packages received and shelving parts received. (If asked to do so)
- Handle the loading and delivery of parts and accessories for customers and JKI use up to 50 lbs.
- Performs miscellaneous house keeping chores including sweeping and mopping floors, dusting and vacuuming parts warehouse and shelves, and maintenance of shelves, racks, bins, etc.
- Work safely without presenting a direct threat to self or others.
- Promotes overall sales.
- Handle customer complaints reasonably, showing empathy and a positive attitude, and demonstrate our commitment to excellent customer service.
- Various duties directly or indirectly associated with parts sales activities or as assigned.

**Supervisory Responsibilities:** - This job has NO Supervisor responsibilities

**Minimum Qualifications:**

- Must have a current valid driver's license and retain a "clean" DMV record and be insurable with JKI insurance carriers.
- Ability to handle the lifting requirements of 50 pounds.
- Willingness to learn procedures and products.
- Willingness to support all phases of the department and company as needed.
- Able to perform duties under minimal Supervision, adjusting to changes and demonstrating drive and initiative.
- Able to communicate with all levels of customers, employees, manufacturers, and vendors both in writing and verbally.
- Present a clean, neat appearance.
- Maintain an organized and clean work area and vehicle.
- Manage time effectively.
- Willing to learn quickly and perform accurately and neatly with a degree of flexibility.
- Willing to have a flexible schedule.
- Motivated to continuous self development and training.
- Be subject to a pre-employment drug screening with a passing result and be subject to random drug testing as per company policy thereafter.
- Willing to comply with the Employee Handbook, Code of Safe Work Practices and the Injury, Illness Protection Program.

**Education and/or Experience:**

- High School Diploma or equivalent. No experience necessary, however must have knowledge of the Bakersfield and outlying areas.

**Language Skills:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees.

**Mathematical Skills:**

- Ability to add (+), subtract (-), multiply (x), and divide (/) in all units of measure, using whole numbers, common fractions, or decimals.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**Physical Demands:**

While performing the duties of this job, the employee is regularly (6-8 hrs) required to:

- walk
- hear/talk/communicate verbally
- use close vision, distant vision, peripheral vision, and ability to adjust focus

While performing the duties of this job, the employee is frequently (3-6 hrs) required to:

- stand
- sit
- drive
- reach
- bend, stoop, or crouch
- use fingers for fine manipulation
- use hands to handle or feel
- Lift/carry 50 lbs.

While performing the duties of this job the employee is occasionally (1-3 hrs) required to:

- climb stairs or ladders

**Work Environment:**

- The work environment characteristics describes 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 (6-8 hours per day) exposed to grease, oils, solvents, cleaners, fumes, toxic or caustic chemicals, moving parts, electrical shock or airborne particles, welding techniques, arcs, hot flames, and hot temperatures. Employee maybe subject to adverse driving conditions and environmental conditions beyond our control while making deliveries in the course of daily job function. The noise level in the work environment is usually moderate to excessive.
- The employee is regularly exposed to outside weather conditions.

**Working Hours:**

- Usually weekdays (Monday through Friday), 8:00 a.m. through 5:00 p.m. or variable as required.

**Statement of Intent:**

- The above statements are intended to describe the general nature of level of work performed by the person assigned to this position. Essential job functions and responsibilities are intended to describe those functions that are essential to the performance of the job under the American with Disabilities Act (ADA). This job description does not state or imply that the above are the only duties, functions or responsibilities assigned to this position. Employees holding this position will be required to be any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Management Right:**

- JKI management reserves the right to change, modify, restrict, resend, or add essential job functions, responsibilities, duties, qualifications, skill or demands at anytime, with or without prior approval. Written notification of such will be issued to the employee with adequate compliance time allowable by governing laws and agencies. Compensation may or may not be added, at the management's discretion, for said changes, modifications, additions, etc. This job description in no

way modifies the employee's "at-will" status, or JKI "at-will" employment agreement with the employee. Just as the employee can at anytime, for any or no reason leaves our employ, so can JKI do the same.

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I acknowledge that I have received a copy of the job description for the position I am applying for at Jerry & Keith's, Inc. and that I am physically and mentally willing to adhere to the requirements set forth in said description.

Date\_\_\_\_\_

Signature\_\_\_\_\_