

**Portland Nursery
5050 SE Stark
Portland, OR 97215
503.231.5050**

DELIVERY DRIVER JOB DESCRIPTION

The Delivery Driver is responsible for all deliveries to customers, transfers between the locations, taking materials to and from Cedarwood (Aurora, OR) and any other trucking needs for Portland Nursery. The Delivery Driver is directly responsible to the Stark Location Production Manager. Responsibilities will include:

- 1. Deliver all customer orders as scheduled, maintaining a positive attitude and professional service to customers.*
- 2. Have a clear driving record.*
- 3. Needs to execute our delivery program in an efficient manner by being prompt, effective routing and delivering merchandise undamaged.*
- 4. Keep a record of servicing and maintenance performed on truck.*
- 5. Obey all speed limits and driving rules.*
- 6. Clean truck weekly.*
- 7. Maintain all paperwork pertaining to deliveries and transfers.*
- 8. Perform all other activities the Production or Location Manager may assign.*