



**Job Title:** Truck Drivers

**Job Description:** To be able to drive CDL trucks efficiently and provide exemplary customer service.

**Reporting Structure:** This position reports to the General and Assistant Warehouse Managers.

**Duties:**

- ❖ Driving local routes for 6+ hours per day.
- ❖ Have a valid CDL and be able to drive a CDL box truck and/or tractor trailer truck.
- ❖ Have a knowledge and understanding of how to read a route manifest.
- ❖ Know if there is a difference between the items being delivered and what is invoiced.
- ❖ Paper work is a must, all paper work i.e.: invoices, DVIR, returns and short forms.
- ❖ Must have an open line of communication with the warehouse officer to take direction in the event of a change of deliveries.
- ❖ Must be able to communicate to the customers with excellent customer service.
- ❖ Be able to communicate at the time of delivery of any discrepancies with any invoice.
- ❖ Take responsibility of the vehicle assigned to the driver and communicate any issues as well as helping to get the vehicle repaired in a timely manner.
- ❖ Coordinate with managers any route discrepancies to ensure a timely and efficient delivery route.
- ❖ Know the laws of driving hours and take the responsibility of following the laws of driving hours.
- ❖ Work overnights into morning hours.
- ❖ Have general cleaning skills.
- ❖ Must be able to lift 50+ pounds at any given time.
- ❖ Know how to use general warehouse equipment.
- ❖ Be able to follow policies and procedures as they are explained to you.
- ❖ Perform related duties as required by supervision.

**Job Requirements and Definition:**

- ❖ Have a valid CDL
- ❖ Excellent customer service skills
- ❖ Excellent organizational skills
- ❖ Capable of resolving conflicts with customers
- ❖ Ability to resolve conflict issues with employees directly reporting to this position
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player

For any questions related to this or any other position, feel free to reach out to:  
 Daz DeGennaro, Human Resources Manager  
 at 609-345-3229 x129 - or - DazD@SeashoreEast.com



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# Employment Application

COMPANY OR EMPLOYER NAME: \_\_\_\_\_

Position applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?

☐ Yes ☐ No

If necessary for the job are you older than:

☐ 14 ☐ 15 ☐ 16 (Check one)

☐ 18 ☐ 19 ☐ 21

I am legally eligible for employment in the U.S.?

☐ Yes ☐ No

I am seeking a permanent position: ☐ Yes ☐ No

**I will be able to report to work**

**\_\_\_\_\_ days after being notified I am hired.**

**If necessary for the job, I am able to:**

Work overtime?

☐ Yes

☐ No

Provide a valid Alaska Driver's License?

☐ Yes

☐ No

If so, fill out the following:

Issuing state: \_\_\_\_\_

Type: \_\_\_\_\_

Endorsement(s): ☐ Hazardous Material ☐ Passengers

☐ Tankers

☐ Tank with Hazardous Materials

☐ School Bus

☐ Double/Triple trailers

Work the following shifts: (check all that apply)

☐ Any

☐ Day

☐ Night

☐ Swing

☐ Rotating

☐ Split

☐ Graveyard

Other: \_\_\_\_\_

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
Pay: \$			
Per:	Supervisor:	Telephone:	

Summarize other employment related to this job:

## EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

## MILITARY

Are you a veteran? ☐ Yes ☐ No

Duty/specialized training: \_\_\_\_\_

## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: \_\_\_\_\_ per minute

## REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

## CONTACT

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.