



# Example of Delivery Helper Job Description

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Our company is growing rapidly and is looking for a delivery helper. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for delivery helper

- Communicate with driver at job site regarding material needs, truck positioning, delivery information
- Utilize proper hand signals based on training
- In the absence of the Site Supervisor, take direction from the Team Lead and/or driver while at the job site
- Work with and operate equipment as needed upon proper training
- Actively participate in training
- Clean up site upon job completion
- Use protective material at job site as needed
- Wear all required Personal Protective Equipment 100% of the time at the job site
- Distribute material appropriately at the job site according to specifications
- Report in to Site Supervisor upon arriving and leaving each job site

## Qualifications for delivery helper

- Good physical condition with stamina to lift at least 50 - 100 lbs
- Must have a valid driver's license & a good driving record
- Must have a valid CDL Class B driver's license
- Proficiency in operating an electric pallet jack
- Assist delivery drivers with delivery process
- Ensure high level of customer service is provided