



Example of Delivery Helper Job Description

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Our company is looking for a delivery helper. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for delivery helper

- Sign ticket with hours worked, prior to leaving job
- Comply with all Steven Kempf Building Material Co
- Perform pre-trip inspections of equipment, paperwork and loaded product to ensure accuracy of order
- Safely unload product and deliver to assigned area as directed by the customer
- Load shingles on rooftops
- Reconciles any discrepancies with the dispatcher
- Prepares the job sites to be stocked by setting up ramps at the end of the truck
- Prepares window for booming by placing carpet over the window frame
- Places wood block behind the first sheet against the window frame, door frames, plumbing, or
- Participates in manually loading orders on outgoing trucks
- Not afraid of working from 1st or 2nd Story Roof (With Safety Harness)

Qualifications for delivery helper

- Ensure compliance to all applicable Alcoholic Beverage Control (ABC) Rules and Regulations
- Attend periodic company meetings to discuss sales goals, new products
- Customer service – ability to professionally interact with, and respond to customers
- Material distribution

- No more than a combination of 2 moving violations/at-fault accidents within the past three years