



### **Delivery Driver / Warehouse Position for Our Steel Sales Division in Bowling Green, KY**

Castlen Steel is currently seeking a Delivery Driver / Warehouse Position to join our team in Bowling Green, KY.

#### Summary:

Provides excellent customer service by making prompt and courteous deliveries of customer orders. Performs general warehouse duties and customer assistance as needed. Performs all job responsibilities in a safe, timely and efficient manner.

#### Essential Duties and Responsibilities:

Load truck accurately and safely for customer deliveries. Unload truck as needed at customer and/or branch locations. Drive company vehicle to make customer deliveries and stock pick-ups, obeying traffic laws and safety procedures. Maintain appropriate licensing, credentials, and acceptable driving record. Conduct self in a professional and ethical manner at all times. Treat external and internal customers and associates with courtesy and respect. Fill customer orders by retrieving material from the warehouse and other locations. Check in and put away material, verifying quantities and quality of received material. Maintain clear aisles and walkways. Ensure material is properly organized. Assist in maintaining appearance of branch as needed. Clean warehouse, counter area, bathrooms, etc. Know location of merchandise in warehouse. Keep material organized and put away. Provide assistance at counter if needed. Know location of merchandise in warehouse. Answer telephones professionally and pleasantly, assisting customers, taking orders, and providing excellent customer service. Perform cycle counts as required following through on discrepancies as needed. Perform vehicle and/or forklift inspections as required, schedule routine or repair maintenance as needed. Maintain presentable truck appearance, cleaning as needed. Perform other responsibilities as directed. Perform all duties in a safe and responsible manner, following all safety rules. Inform manager of any potentially hazardous conditions.

#### Abilities and Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and arms to lift and carry. The employee is occasionally required to sit; climb or balance or stoop; kneel, crouch, or crawl. The employee is frequently required to lift up to 50 lbs. The employee is occasionally required to lift up to 100 lbs. Must be able to safely tolerate heat in the summer and cold in the winter. The employee is required to be able to safely operate a forklift, pallet jack, horizontal bandsaw and a steel banding machine.