



Truck Driver Job Description

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are offering an attractive local truck driving opportunity for an experienced Truck Driver (TD) who would like to service consistent routes within the New Orleans metropolitan area. The TD will be the main point of contact in retrieving ocean freight containers of Coffee and Tea from the port and draying to either of our two warehouses located in Metairie and St. Rose. This position will work directly with our Traffic Coordinator in arranging pickups from the port and delivering to our warehouse. There will also be an expectation to take on some deliveries from GST warehouses to other customer warehouses from time to time.

As the primary resource for day-to-day trucking activity, this position will facilitate effective communication between warehousing and distribution stages to promote a healthy and efficient warehousing, traffic, and logistics operation.

The Truck Driver will hold responsibilities that include, but are not limited to, the following:

- Driving a day cab truck carrying 20' or 40' seaboard containers from port to internal warehouses in either Metairie or St. Rose.
- Occasionally drive a 53' trailer between warehouses in the Greater New Orleans area.
- Communicate internally with the GST Traffic Coordinator and Warehouse Supervisors to help coordinate inbounds and outbounds schedule.
- Retrieve and return seaboard containers from the port.
- Securing cargo and properly arranging and balancing it within the vehicle
- Maintaining a detailed log of working hours in compliance with state and federal regulations
- Inspecting vehicles for mechanical items and safety issues and perform preventative maintenance.
- Ensuring any mechanical issues with the vehicle are corrected before driving
- Strategically plan out driving routes and schedule based upon daily appointments.

- Complying with truck driving rules and regulations
- Reporting defects, accidents, and violations
- Performing daily maintenance of truck (refueling, cleaning, etc.)
- Occasionally loading and unloading trucks with forklifts and pallet jacks
- Performing pre- and post-trip vehicle inspection reports
- Verifying loads for accuracy, cross checking all paperwork and alerting management of any product or paperwork discrepancies.
- Work closely with Warehouse Operations and Logistics to ensure efficient workflow within the company.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each job specification satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Class A Commercial Driver License (CDL)
- TWIC card is a plus
- Proven work experience as a Truck Driver
- Experience picking up containers inside port of New Orleans is highly desirable
- Ability to drive long hours
- Extensive knowledge of applicable truck driving rules and regulations
- No recent moving or driving violations
- Adaptability and foresight to handle unexpected situations (traffic, weather conditions etc)
- Willing to submit to background/drug checks and provide employment recommendations

LANGUAGE SKILLS

Fluency in English is a requirement and Spanish is a plus (read/write/translate).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee must:

- Drive a truck, seated, for multiple hours in a day.
- Be able to walk 20 minutes a day without exertion.
- Enter and exit equipment by stepping and kneeling.
- Lift 40 lbs. from your waist to your shoulders.
- Lift 30 lbs. from the floor to your head.
- Crouch and squat for pre- and post-trip inspections.
- Push 80 lbs. and pull 100 lbs. horizontally.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.