

Job Description



Job Title:	<u>Specialist, Warehouse I</u>	Job Code:	<u>2118</u>
Business Unit:	<u>Foodservice</u>	FLSA:	<u>Non-Exempt</u>
Approved Division(s):	<u>All</u>	Grade:	<u>1</u>
Department:	<u>Warehouse</u>	Approved:	<u>Terry Cameron</u>
Supervisor's Title:	<u>Operations Manager</u>	Date Approved:	<u>7/12/2010</u>

JOB SUMMARY / GENERAL DESCRIPTION:

This position is responsible for selecting product and loading trucks (i.e., moving product between the loading dock and the warehouse and moving product within the warehouse) with a high degree of accuracy and great sense of urgency while meeting standards within McLane established guidelines.

ESSENTIAL JOB FUNCTIONS / PRINCIPAL ACCOUNTABILITIES:

Other duties may be assigned. A teammate in this position must have the ability to:

- ◆ Review documents and record information verifying quantity, identity, availability and condition of product.
- ◆ Drive and operate the reach truck, pallet jack and fork truck to select, pull, sort, and stack product within the warehouse and dock.
- ◆ Work any shift including weekends.
- ◆ Hand stack product on occasion when off balance or in the wrong location.
- ◆ Shrink-wrap and label outgoing orders and remove shrink wrap from incoming orders.
- ◆ Meet this position's physical demands.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

A teammate in this position must:

- ◆ Have a High School Diploma or equivalent.
- ◆ Have 1-2 years of distribution warehouse experience including operation of reach truck, pallet jack & forklift is desired.
- ◆ Be able to read and comprehend labels, instructions, and bills of lading.
- ◆ Be able to perform mathematical calculations involving addition, subtraction, multiplication, and division to verify quantities of product.
- ◆ Be able to apply understanding of problems involving some variables.
- ◆ Possess strong problem solving skills and excellent time management skills.
- ◆ Be able to deliver customer satisfaction within McLane guidelines.
- ◆ Independent discretion/judgment, but work well in a team environment as well.

WORKING CONDITIONS:

- ◆ The environment encompasses all areas of a Distribution Center.



Job Description

Job Title:	<u>Driver, Trainee Full (Component)</u>	Job Code:	<u>8163</u>
Business Unit:	<u>All</u>	FLSA:	<u>Non-Exempt</u>
Approved Division(s):	<u>All</u>	Grade:	<u>n/a</u>
Department:	<u>Transportation Manager,</u>	Approved:	<u>Everett Boutwell/David Leach</u>
Supervisor's Title:	<u>Transportation</u>	Date Approved:	<u>3/8/2018</u>

JOB SUMMARY / GENERAL DESCRIPTION:

A teammate in this position learns the essential functions of the Driver job including the accurate and timely distribution of products to various customer locations. The Driver Trainee gains exposure to warehouse and other operational functions as part of the developmental process of becoming a McLane Driver.

ESSENTIAL JOB FUNCTIONS / PRINCIPAL ACCOUNTABILITIES:

A teammate in this phase of training will drive as a mentored driver and have various touchpoints with his or her supervisor to acquire the skills necessary to perform the following functions:

- ◆ Maneuver tractor into position to attach trailer and handle lines to secure.
- ◆ Operates truck in a safe manner in compliance with all local, state, and federal regulations and company policies.
- ◆ Inspect tractor-trailer equipment for defects pre/post trip and submit DOT inspection report indicating condition.
- ◆ Operates Driver Delivery Handheld (DDH), document delivery receipts/product temperatures and exceptions. Inspects trailer to ensure product is secure for undamaged transport of product.
- ◆ Rides and trains with Driver Trainer of tractor-trailer to various destinations, gaining knowledge of commercial driving regulations and observing the Driver's skill in starting engine properly, approaching intersections, making turns, backing, parking, and maneuvering vehicle on the road and on customer premises.
- ◆ Maintain driver log (Manual or PeopleNet) according to DOT regulations, documenting delivery receipt, product temperatures and exceptions.
- ◆ Assists the Driver in unloading trailer and delivering product into customer premises.
- ◆ Provides customer service including on-time delivery of undamaged product, product returns and issuing valid customer credits.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

A teammate in this position must:

- ◆ Have a high school diploma or GED equivalent.
- ◆ Possess a Class A CDL.
- ◆ Be at least 21 years of age.
- ◆ Meet eligibility requirements in the McLane Transfer and Promotion Policy.
- ◆ Complete training and receive Class A CDL in 6 months or less.
- ◆ Have completed yard training and training routes.
- ◆ Ability and willingness to select/load/unload and/or deliver ALL products that may be ordered by McLane customers.

Other Requirements:

- ◆ Ability to stand, walk, sit, climb, reach, bend, squat, and stoop to accomplish the essential job functions.
- ◆ Ability to read and comprehend labels, instructions, and bills of lading.

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Job Title: Driver, Trainee Full (Component) Job Code: 8163

- ◆ Ability to perform mathematical calculations to verify quantities of product.
- ◆ Strong communication skills and able to communicate with internal and external customers, such as customers, management, drivers and teammates.
- ◆ Be able to successfully pass a physical capabilities test, drug screen, and criminal background checks.
- ◆ Comply with Company Work Rules and Safety Rules.
- ◆ Able to safely drive a tractor-trailer, use a 2-wheeled dolly, ramp, and, on board PeopleNet devices.

WORKING CONDITIONS:

- ◆ The environment encompasses all areas of a distribution center, transportation department, transportation shop and customer facilities.
- ◆ Working conditions could contain moderate noise, vibration of vehicle and extreme weather conditions depending on climate.
- ◆ Regular and frequent travel, including overnight.

Job Description



Job Title:	<u>Driver IV</u>	Job Code:	<u>2093</u>
Business Unit:	<u>Foodservice</u>	FLSA:	<u>Non-Exempt</u>
Approved Division(s):	<u>All</u>	Grade:	<u>1</u>
Department:	<u>Transportation Drivers</u>	Approved:	<u>Terry Cameron</u>
Supervisor's Title:	<u>Manager, Transportation</u>	Date Approved:	<u>7/12/2010</u>

JOB SUMMARY / GENERAL DESCRIPTION:

This position is responsible for the accurate and timely distribution of food staples, food specialty products and restaurant supplies to various customer locations. Tenure class is 24 plus months.

ESSENTIAL JOB FUNCTIONS / PRINCIPAL ACCOUNTABILITIES:

Other duties may be assigned. A teammate in this position must have the ability to:

- ◆ Drive tractor, maneuvering into position to attach trailer and handle lines to secure.
- ◆ Inspect tractor-trailer for defects pre/post trip and submit DOT inspection report indicating condition.
- ◆ Inspect bill of lading and store keys for accuracy in off-hour delivery. Inspect trailer to ensure product is secure for undamaged transport of product.
- ◆ Drive tractor-trailer to destination, applying knowledge of commercial driving regulations and skill in maneuvering vehicle on the road and on customer premises.
- ◆ Maintain driver log (Manual or Peoplenet) according to DOT regulations, documenting delivery receipt, product temperatures and exceptions.
- ◆ Unload trailer, delivering product into customer premises.
- ◆ Perform any other duties as necessary.
- ◆ Meet this position's physical demands.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

A teammate in this position must:

- ◆ Have a High School Diploma or GED.
- ◆ Be at least 21 years of age.
- ◆ Possess a CDL Class A License; minimum driving experience of 2 years or 50,000 miles tractor-trailer experience (If less, additional training time will be required at the discretion of the RVP) or successful completion of the McLane Driver Training Program.
- ◆ Not have more than two moving violations in past 3 years.
- ◆ Not have been convicted of a DWI/DUI within the past 5 years in any vehicle, public or private.
- ◆ Be able to read and comprehend labels, instructions, and bills of lading.
- ◆ Be able to perform mathematical calculations to verify quantities of product.
- ◆ Be able to use a Tractor-trailer, 2 wheel dolly, ramp, and on-board Peoplenet device.
- ◆ Be able to lift maximum of 100 lbs, and frequent lifting/carrying of up to 50 lbs.

WORKING CONDITIONS:

- ◆ The environment encompasses all areas of a Distribution Center, Transportation Department, or Transportation Shop.
- ◆ The environment includes the tractor trailer.
- ◆ The environment includes customer facilities.