

Columbia Dental Laboratory

Employee Job Description

Job Title: Driver

Work Schedule: 40 hours per week, schedule may vary,
Depending on workload, overtime may be required.

Salary Range: \$\$\$ per hour to start.

Job Purpose: Conduct expeditious pick-up and delivery of dental impressions and restorations.

Essential Job Results: Honest, Trustworthy and Loyal.
Function independently without direct supervision.
Ability to read and comprehend a standard city map.
Plans daily activities to meet delivery and pick-up deadlines.
Safely navigates through moderate and heavy traffic.
Exercises courtesy and consideration when interacting with customers.
Participates in housekeeping duties to maintain a clean and healthy work environment.
Engages in operator level maintenance of assigned vehicle to include washing, tire rotations, oil changes and cleaning of the interior compartment.
Contributes to team effort by active participation and communication, striving for excellence, providing world class customer service, and helping to achieve department goals and related results; adhering to company policies as outlined in the company handbook and related memos; following all safety procedures.

Education, prior work experience, and specialized skill and knowledge: Read, write and comprehend English
Clean driving record
Valid Washington or Oregon State Drivers License
Effectively communicates pertinent information to other workers.
Ensures all assigned work is completed.
Understands the consequence of error
Understands the importance of being exact and accurate

Physical environment/ working conditions: Safely operate an automatic transmission motor vehicle in all seasons and all weather conditions.

Revised by: W. Enos Date: 16 July 2007

Reviewed by: Date:

Approved by: BJ Ji Date: