

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM
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224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Delivery Driver/Warehouse Manager

EMPLOYER'S NAME: Swain Supply Inc.

EMPLOYER'S PRODUCT/SERVICE: Janitorial/Restaurant Supply

ADDRESS: 1301 Avondale Rd., New Windsor, Maryland 21776

PHONE: (410) 876-6061 **FAX:** (410) 840-0963

CONTACT PERSON: Randy Swain

TITLE: Owner

EMAIL: Swainsupply@verizon.net

JOB DESCRIPTION: Pulling Sales Orders/Pick up and Delivery

When in office, helping load walk-in customers

Loading truck with delivery orders

Delivering and checking in order with customer

Putting delivery where customer requests

Back to warehouse/office in timely manner & communicate as necessary

Check in deliveries

Responsible for any moving violations

Put product away in proper location

Maintain warehouse

Taking care of truck, inside and out

Truck DOT compliance - tires, lights, turn signals, brakes

JOB REQUIREMENTS: Honest, Dependable and Likeable

Good Driving Record - Must be insurable

Able to lift 50 pounds with no trouble

Good Communication

Pass DOT Physical

OTHER JOB REQUIREMENTS: Driver's License, Driver's Record Check, , , , , Medium Lifting, , , Physical Required, ,

WAGES PER HOUR: Negotiable

NUMBER OF OPENINGS: One

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: NO

BENEFITS: NO

DAYS OF WORK:

MONDAY 8:00 - 16:00 TUESDAY 8:00 - 16:00 WEDNESDAY 8:00 - 16:00 THURSDAY 8:00 -16:00 FRIDAY
8:00 -16:00

HOW TO APPLY: Apply in person

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: NO

EXPERIENCE IN MONTHS:

MINIMUM AGE: 18

CLOSING DATE: 04/30/2021

Use Only

Posting Date 03/10/21 Follow-Up Date_____ Pull Date_____ Entered in MWE _____ Staff_____