



Welcome **Team Member**,

We're excited to have you come on-board with us! Before we begin with your **Operating Procedures**, it is a good time to familiarize yourself with your job and understand in general sense of what you'll be doing from day-to-day here. You'll be relying on your fellow **Team Members** to successfully execute your job.

If you have any questions regarding please feel free to talk to management directly. It is vital that you understand what is outlined here below before you continue.

Job Title **Client Service Driver**

Department **Operations**

Report To _____

Basic Function

Deliver excellent client service by picking up and delivering finished goods.

Responsibilities

- Pickup solid Garments
- Deliver finished Goods
- Communicate Client's Preferences
- Represent the Company

Skills

- Perfect driving record
- Detail oriented
- Professional appearance
- Excellent work ethic
- Collaborates well with others
- Time Conscious
 - Performs duties in a timely manor

Education and Training

Adhere to our **Operations Procedure Manuals**.

Experience

- Excellent **Client Service**
- Impeachable driving record

I, _____(name), acknowledge and agree to understand that by signing this form, I commit to faithfully executing the duties outlined above. I am aware of the responsibilities entrusted to me and affirm my readiness to fulfill them to the best of my abilities. This commitment signifies my dedication to the role and what it entails.

Prepared By

Approved By

Date

_____/_____/_____