CU HAWAII JOB DESCRIPTION

Job Title: Delivery Truck Driver
Employment Type: Full-Time
FLSA Status: Non-exempt
Reports To: Director of Warehouse Operations

Job Summary

The Delivery Truck Driver safely operates a 16–20 ft. box truck (no CDL required) to complete deliveries to CU Hawaii retail locations, working out of CU Hawaii's 1046 Bishop Street location in Honolulu. Working under the direction of the Director of Warehouse Operations, the Delivery Truck Driver loads and unloads products, verifies delivery accuracy, merchandises and stocks delivered products at retail locations, and assists with warehouse duties as assigned, while maintaining safe driving practices and following all company safety policies and traffic laws. Shifts are scheduled Monday–Sunday between 7:00 AM and 5:00 PM. This is a full-time position with a regular work schedule of 30 or more hours per week.

Key Responsibilities

Driving & Deliveries

- Safely operate a 16–20 ft. box truck to complete scheduled deliveries to CU Hawaii retail locations.
- Exercise sound judgment and maintain safe driving practices in traffic, parking lots, loading areas, and other tight spaces.
- Follow all company safety policies, operational procedures, and traffic laws.
- Interact professionally with store employees and customers when completing deliveries.

Loading, Merchandising & Warehouse Support

- Load and unload products safely and efficiently while verifying delivery accuracy.
- Merchandise, stock, and organize delivered products at CU Hawaii retail locations as needed.
- Maintain accurate inventory and delivery records.
- Assist with additional warehouse and delivery duties as assigned.

Qualifications

- Valid Class 3 Driver's License with a clean driving record.
- Valid DOT Medical Card.
- Previous experience driving a 16–20 ft. box truck or similar-sized commercial vehicle is required. CDL is not required.
- Strong driving skills, safety awareness, and ability to exercise good judgment.
- Ability to safely load, unload, and lift up to 50 lbs.
- Strong attention to detail and ability to maintain accurate inventory and delivery records.
- Dependable, punctual, and comfortable working independently.

- Strong communication skills and professional demeanor when interacting with store employees and customers.
- Availability to work weekends and holidays based on operational needs.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Benefits

- PTO and paid company holidays including Floating Holidays
- Choice of HMSA/HDS or Kaiser health insurance coverage
- 401(k) plan with company match
- Opportunities for professional advancement with a growing company