



**Title:** Shred Truck Driver

**Department:** Shredding

**Location:** Vineland, NJ

**BASIC FUNCTIONS:**

Performs day to day operations to facilitate completion of document destruction services for customers in southern New Jersey. Drives to customer site, supervises client/helpers, oversees operation of shredding machine, and completes required paperwork to process transactions.

**ESSENTIAL FUNCTIONS**

The essential functions of the job include, but are not limited to the following:

- Drives shredding truck to and from customer sites
- Performs customer services as needed
- Supervises the pickup and destruction of papers
- Receives and verifies the quantity of papers needing shredding
- Supervises receipt of paper for shredding at business site
- Trains and supervises individuals with disabilities in all aspects of the document destruction process
- Ensures that all machinery is operational
- Stores materials and supplies in a convenient, accessible, and orderly manner
- Directs consumers in loading and unloading materials from vehicles, in a safe and efficient manner
- Drives shredding truck to paper recycling company for recycling
- Maintains up-to-date records for materials and supplies
- Maintains maintenance of vehicles as instructed
- Instructs consumers on appropriate work habits
- Performs all other duties as assigned to maintain a smooth-running production operation
- Ensures that all safety requirements are met
- Performs all other duties to facilitate the efficiency of the agency

**Employee Qualifications:**

- *Must be vaccinated for COVID-19*
- *High School Diploma with two years' work experience in shipping, receiving, and warehousing*
- *Valid driver's license and an excellent driving record.*

***Position is Full- Time 401k, Medical, Dental, Vision***

**TO APPLY: Contact Christine Remler (201) 434-3303 ext. 200 Email: [cremler@hce.works](mailto:cremler@hce.works)**