



Job Description

Job Title: *Delivery Driver*

Job Code **Job Grade ***

Incumbent/Associate Name:

Location: *Sacramento* **Dept:** *Delivery*

FLSA Job Classification*(3): *hourly* *salaried non-exempt* *exempt*

DBI Job Classification (3): *full-time* *auxiliary/part-time* *temporary*

*determined by HR department/job evaluation process

Reports to (Delivery Supervisor)

General Purpose: (Summarize overall purpose of job)

To deliver the right products to our customers at the right time in a safe and efficient manner.

Essential Functions:

1. Drive tractor-trailer or bobtail truck to deliver products to accounts daily.
2. Carry out the company credit policies including collecting cash and other payment.
3. Operate all equipment in a safe, responsible and professional manner.
4. Follow prescribed maintenance guidelines including making a pre-trip inspection before operating equipment.
5. Complete all assigned deliveries promptly in an organized and efficient manner without incurring any unnecessary overtime.
6. Maintain proper control of all product and monies for which you are responsible including:
 - Proper checking and signing for product delivered to a customer
 - Accurate check-out of your load before leaving the warehouse
 - Accurate check-in of returned product and empties
 - Reconciling money and invoices during check-in.
7. Develop thorough knowledge of all aspects of the job (products, accounts, routes, paperwork, etc.).
8. Follow all company work rules and regulations.

Secondary Functions:

1. Unload product and deliver to retail account and execute all instructions on the booking slip. Fill all shelves and displays with delivered products.
2. Rotate all products in a customer's place of business to include cold box, back room and displays.
3. Pick up all empty pallets and kegs.
4. Communicate any/all customer service and sales related issues to the delivery supervisors.
5. Provide a high level of service to customers while presenting a positive, professional image of yourself and the Company.
6. Perform other duties as assigned.

Qualifications/Basic Job Requirements: (Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs).

ADMINISTRATIVE SKILLS:

Ability to add, subtract, multiply and divide.

Ability to complete all paperwork in a neat and timely manner.

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Must possess strong math, accuracy with numbers, time management and customer service skills.

Working knowledge of DOT guidelines and ABC regulations.

COMMUNICATION SKILLS:

Effectively communicate work related issues with company staff and customers. Report competitive activities to appropriate management immediately.

Report safety issues to supervisor in a timely manner.

SKILLS SET COMPETENCIES:

Must be at least 21 years of age for CDL.

Must hold a valid Class A California Driver's License

6 months – 3 years driving experience.

Acceptable driving record.

Maintain a neat, well-groomed appearance creating a favorable public image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

High school diploma or equivalent.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances
Within and Between
Warehouses/Offices | <input checked="" type="checkbox"/> Lifting (specify)
50 Pounds and 170 Pounds on
occasion |
| <input checked="" type="checkbox"/> Color Perception (Red,
Green, Amber) | <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying (specify)
50 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input checked="" type="checkbox"/> Ability to Mount and
Dismount Forklift/Truck | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Bend, squat, sit and stand for
a prolonged period of time |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex | <input type="checkbox"/> Analysis/Comprehension |
| <input type="checkbox"/> Reading - Complex | <input type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat – summer
temperatures | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold – customer
cold boxes | <input checked="" type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Direct Supervisor/Manager: _____ Date: _____

Manager (next level): _____ Date: _____

Human Resources: _____ Date: _____