



Job Description

Job Title: Driver Helper

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

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

**determined by HR department/job evaluation process*

Reports to (job title): Delivery Supervisor

GENERAL PURPOSE: *To deliver the right products to our customers at the right time without having an accident or injury.*

ESSENTIAL FUNCTIONS: *(Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

		<u>% of Time</u>
1	<i>Drive company vehicle or bobtail truck to deliver products to accounts daily</i>	10%
2	<i>Assist Class A and B Delivery Drivers with daily duties and responsibilities.</i>	10%
3	<i>Carry out the company credit policies including collecting cash and other payment.</i>	2%
4	<i>Operate all equipment including pallet jack and hand truck in a safe, responsible and professional manner</i>	4%
5	<i>Follow prescribed maintenance guidelines including making a pre-trip inspection before operating equipment</i>	10%
6	<i>Complete all assigned deliveries promptly in an organized and efficient manner without incurring any unnecessary overtime.</i>	10%
7	<i>Maintain proper control of all product and monies for which you are responsible including:</i> <ul style="list-style-type: none"> <i>-Proper checking and signing for product delivered to a customer</i> <i>-Accurate check-out of your load before leaving the warehouse</i> <i>-Accurate check-in of returned product and empties</i> <i>-Reconciling money and invoices during check-in.</i> 	8%
8	<i>Develop thorough knowledge of all aspects of the job (products, accounts, routes, paperwork, etc.</i>	10%
9	<i>Follow all company work rules and regulations</i>	5%
10	<i>Rotate all products in a customer's place of business to include cold box, back room and displays.</i>	5%

TOTAL (must equal 100%)

SECONDARY FUNCTIONS: (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).

		<u>% of Time</u>
1	Communicate any/all customer service and sales related issues to the delivery supervisors	5%
2	Provide a high level of service to customers while presenting a positive professional image of yourself and the Company.	5%
3	Perform other duties as assigned.	5%
4	Pick up all empties and pallets at accounts	5%
5	Assist the drivers at check in to include stacking empty kegs outside in proper staging area	5%
6		
7		
TOTAL (must equal 100%)		100%

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, secretarial skills, special machines, etc.)

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, 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.
6 months – 3 years driving experience.
Valid California drivers' license, Commercial Class A or B preferred.
Acceptable driving record.
Good math skills and accuracy with numbers.
Maintain a neat, well-groomed appearance creating a favorable public image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE: High school diploma or equivalent

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.

PHYSICAL REQUIREMENTS:

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

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

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.