

**Job Title**: Moses Lake ECD Stocker/Merchandiser and Relief Driver

**Department:** Vending – 5am M-F

**Reports to:** ECD Director

**Job Summary:**

Fill and prepare pre-kit totes of food products to be delivered to vending machines. Drives to retail/office locations and cleans and maintains wholesale, coffee, and water commercial equipment within the locations. Fills in for vending route drivers as needed. Ensures a superior level of customer service.

**Essential duties:**

* Fill totes with pre-kit orders of food products that will be delivered to vending machines using an electronic device and/or paper pick sheets.
* Counts and records the number of units of materials moved or handled, breakage, and spoilage on appropriate sheets.
* Clean and service coffee and water equipment at key customer accounts.
* Occasionally install chemical dispensing units and soap/paper dispensers.
* Loads and unloads materials onto or from trucks, pallets, trays, racks, and shelves by hand, hand truck, forklift and/or electric pallet jack, as appropriate.
* Drives liquefied gas, or electric powered industrial truck equipped with lifting devices such as forklift.
* Conveys materials from storage sites to designated loading area.
* Stacks or assembles materials into bundles and wraps bundles together.
* Maintains warehouse floors in clean condition.
* Empties trash containers.
* Provides superior customer service.
* Occasionally travel through territory as Relief Driver, covering for Eastern Cascade Distributing Drivers, servicing accounts following a set schedule.
* Works in a timely and efficient manner without direct supervision.
* Wear company provided uniform and present a professional and well-groomed image to customers and market.
* Other duties as assigned
* Assist with ordering product and counting inventory

**Minimum Qualifications**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Listed below are the requirements:

* Experience and Education

High school diploma or general education degree (GED); One to two years of work-related experience or an associate degree (AA) or equivalent from a two- Year College or technical school; or an equivalent combination of education and experience.

* Communication Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and effectively present information and respond to questions from groups managers, customers, and/ or fellow employees.

* Mathematical Skills

Ability to apply concepts of basic math, including addition, subtraction, multiplication, division, and percentages, in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

* Reasoning Ability

Solve practical problems and be able to interpret written and oral instructions. Read and understand scheduling. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

* Computer Skills

Basic computer skills are required including the use of a handheld computer and printing reports from software.

* Certificates, Licenses, Registrations

Valid WA State Driver’s License, maintain a good driving record, and proof of Insurance. Must meet company required standards on driving record and proof of vehicle insurance

* Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee frequently is required to reach with hands and arms.

The employee is occasionally required to stand, squat/bend, walk, sit, and get in and out of his or her vehicle for 10 to 12 hours per day.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move 100 pounds.

* Work Environment

While performing the duties of this job, the employee is occasionally exposed to the outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Company Vehicles &Property

While performing the duties of this job, the employee is responsible for monitoring the maintenance of their company-provided vehicle and reporting issues that arise to their immediate supervisor and the maintenance department. Employees will refrain from using any vehicle that is not in full and safe working order. All safety suggestions and regulations regarding vehicle use will be followed by employees. This includes the use of seatbelts and hands-free cell phone equipment.

All employees that take home company vehicles are required to keep a mileage log showing total business and personal usage.

Company vehicles are to be driven by Eastern Cascade Distributing employees.

Employees should keep their use of the company vehicle for personal use to a minimum

The employee is also responsible for maintaining the cleanliness of their vehicle. (Inside and out)

**Supervisory Responsibilities**

This job has no supervisory responsibilities.