



## Weinstein Beverage Company Inc. – Job Description

Job Title: Route Delivery Driver

Department: Sales & Delivery

FLSA Status: Nonexempt

Job Open until:

**Summary:** Drives truck over established route to deliver products & materials. Loading, unloading, and moving products and materials within each account as needed.

**Essential Duties and Responsibilities:** Drives truck, makes deliveries to customer's place of business, on the highway, rural, and city street conditions, in compliance with federal and state regulations.

Loads and unloads product and materials onto or from trucks, pallets, trays, racks, and shelves by hand, hand truck, forklift, and/or electric pallet jack, as appropriate.

Loads products and materials into vehicles to prevent shifting or damage in transit. Conveys products and materials between truck and designated loading and delivery area.

Arranges products and materials according to prearranged plan or own ideas approved by management.

Counts and records any breakage and/or spoilage on appropriate sheets.

Works without direct supervision.

Effectively resolves customer complaints.

Operates computerized inventory and invoicing system.

Safely and securely handles, counts & deposits all monies received throughout the day.

Collects or picks up empty containers or rejected or unsold merchandise.

Conducts and/or supervises truck loading and unloading and secures loads.

Issues or obtains customer signature or receipt for pickup or delivery.

Cleans inside of the truck. Performs routine maintenance on truck.

Wears company-provided uniform to include proper footwear and presents a professional image of customers and the workplace.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These 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.

**Education/Experience:** High School diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Commercial Driver's License, Class A – Abstract of Driving Record for Employment – Proof of Vehicle Insurance

**COMMUNICATION SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

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.

**OTHER SKILLS AND ABILITIES:**

Ability to effectively perform ten key calculator and keyboard data entry.

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

While performing the duties of this job, the employee must frequently and repeatedly lift and/or move up to 50 pounds. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand; climb or balance, and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and vibration. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually loud.