



# Delivery Driver

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## Operations

### JOB BRIEF

The Delivery Driver will be responsible for ensuring timely delivery of goods to predetermined customers on specific routes, reviewing orders prior to delivery, loading and unloading trucks and providing exceptional customer service to our accounts.

### DUTIES & RESPONSIBILITIES

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

- Responsible for checking products when loading, before leaving on route to ensure that all product is on the truck.
- Responsible for unloading product from truck and delivering into accounts, per client specifications.
- Utilize customer service skills when making the delivery by being courteous, friendly, and respectful.
- Collect payment from accounts when necessary and return payments and all other documents to the office upon route completion.
- Communicate with the office and Customer Service to ensure that products are delivered correctly.
- Ensure that orders are delivered according to established policies and procedures.
- Load, unload, prepare, inspect and operate a delivery vehicle.
- Maintain ongoing communication with route dispatcher and management as needed.
- Follow DOT regulations and safety standards including but not limited to completing logs and reports.
- Perform other duties as assigned.

### QUALIFICATIONS

#### Competencies:

- Communication Proficiency
- Customer Focus
- Ethical Conduct
- Flexibility
- Initiative
- Results Driven
- Thoroughness
- Time Management

#### Education and Experience:

- Must have valid CDL B License with 1 year verifiable driving experience with Air Brake endorsement.

#### Additional Requirements:

- Minimum age of 21
- Has and maintains an acceptable DMV record
- Pass a pre-employment background check
- Pass a drug test at any time during employment.
- Adhere to the policies and procedures outlined in the employee policy manual and any applicable contracts, signed agreements, and work rules.
- Cooperates with all management and staff of GLWAS.
- Follows all MLCC rules and regulations, as they apply to the position.
- Use alcohol in a responsible manner when related to business activities.

## **ADDITIONAL JOB DETAILS**

**Classification:** Hourly/Non-Exempt

**Reports To:** Transportation Supervisor

### **Work Environment:**

This position operates in the field, with daily travel, driving in all types of weather. Time is also spent in a warehouse environment. The employee is periodically exposed to fumes or airborne particles, moving mechanical parts and vibration.

### **Physical Demands:**

- This position requires sitting for extended periods of time, while traveling; the employee will climb, balance, stoop, kneel, crouch or crawl intermittently throughout the day.
- The employee must frequently lift, carry, and/or move items weighing between 35 to 60 pounds repetitively; frequently ascend/descend stairs; utilize upper body force to transfer 130 pounds of mechanical force up to 6 times per shift.
- The employee is regularly required to read, hear, and speak English. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Expected Hours of Work:**

This is a full-time position. Days and hours of work vary by schedule. Evening and weekend work may be required as schedule demands.

### **Travel:**

This is a field position; daily travel in a local, defined geographic area is required.

### **Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Great Lakes Wine & Spirits provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

*Pursuant to the Americans with Disabilities Act (ADA), Great Lakes Wine & Spirits will not discriminate against any employee, applicant for employment, or student, because of a physical or mental impairment with regard to any position or program for which that person is qualified.*