



## SEASONAL DELIVERY TRUCK HELPER

### Job Description

Last updated 03/08/2016

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**STATUS:** Seasonal Full Time  
**PAY RANGE:** \$12.00 Hourly  
**SHIFT:** 4 to 5 Day Work Week  
**REPORTS TO:** Delivery/Fleet Manager

**DEPARTMENT:** Delivery  
**LICENSE:** General License  
**START DATE:** May 03, 2016

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**SUMMARY:** Helps delivery driver deliver over established route to deliver beer, wine and soft-drinks and render services.

**REQUIREMENTS ON DRUG TESTING:** Pre-employment **drug** testing is mandatory before hiring for any driving position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Helps delivery driver deliver beer, wine, soft drinks, and misc. functional items and equipment to assigned accounts in accordance with Federal, State, Local and Company laws and procedures.

Helps delivers product, merchandise and equipment to assigned accounts in compliance with customer, salesman and company policies, procedures and requirements. All invoices, at the point of delivery, are checked and verified for accuracy and visually matched to product on the floor of the account and signed by account employee.

Properly places product in backstock, rotates, prices, stocks, builds displays, dusts, faces, places POS materials on product delivered to accounts in accordance with customer, salesman and company policies, procedures and guidelines.

Knows, understands and complies with Company quality guidelines. Knows how to read dates and always rotates and conforms to **first in first out** guidelines when making deliveries.

Effectively communicates with driver, fleet manager, customers and work associates in oral and/or electronic form.

Maintains customer relations by relaying customer messages and communicates problems and opportunities to Salesman, Supervisors and Management.

Wears and maintains the Company issued uniform at all times to present a professional, consistent and clean appearance at all times.

Promote and maintain company goodwill in all areas. Assist other and perform other tasks as appropriate and/or necessary. Help maintain the positive image of the Company in the trade.

**QUALIFICATION REQUIREMENTS:** 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.

#### **LANGUAGE 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 180 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 extreme cold, extreme heat, and vibration. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.