



**FUN BEVERAGE, INC.
JOB DESCRIPTION**

JOB TITLE: Relief Delivery Route Truck Driver

SALARY RANGE: \$42,000 - \$45,000 DOE

SHIFT: 4 to 5 Day Work Week

LOCATION: 175 School House Loop, Kalispell MT

LICENSE: CDL (CLASS A-1)

STATUS: Seasonal

DEPARTMENT: Delivery

REPORTS TO: Delivery/Fleet Manager

SUMMARY: Drives truck over established route to deliver beer, wine and soft-drinks, render services, collects money from customers, and documents transactions by performing the following duties: Helps delivery driver deliver over established route to deliver beer, wine and soft-drinks and render services.

REQUIRED PHYSICAL ENDURANCE TESTING: Pre-employment physical endurance testing is mandatory before hiring for any driving position.

REQUIREMENTS ON DRUG TESTING: Pre-employment **drug** testing is mandatory before hiring for any driving position. All delivery personnel are included in the quarterly lottery for random testing. Random testing can be for drugs, **alcohol** or both.

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

Drives truck to 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 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.

Collects money from customers and records transactions on customer invoice accurately, in accordance with all Company procedures. Knows, adheres and complies with Company collection policies.

Operates Company vehicle and equipment in accordance with Company and D.O.T. safety guidelines by performing daily pre- and post-trip vehicle inspections and completing all required documentation.

Responsible for all product and merchandise loaded on truck, all kegs and functional items must be checked and confirmed prior to leaving the warehouse.

Checks-in and reconciles all returns on truck all returned product and empties must balance with handheld strip truck balance sheet.

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.

Reconciles and balances all cash, ROA's and credits per the prescribed end of day check-in procedure.

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 Salesmen through voicemail, e-mail, text and notes in handheld. Daily, answers all requests by submitting a response.

Effectively communicates with 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.

Maintains the cleanliness and appearance of the vehicle assigned; inside and outside.

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 Fun Beverage, Inc 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Minimum of 1 (one) year verifiable delivery CDL experience. Clean driving record and valid Montana CDL license.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Montana Commercial Drivers License (A-1) and a clean driving record required. Pass a routine D.O.T. physical that is required by Federal law every 2 years. Pre-employment licensing, physicals and biannual physicals are at the expense of the employee.

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.