

LAKESIDE BOTTLING COMPANY POSITION DESCRIPTION

Position Title: Delivery Driver
Reports To: Distribution Manager
FLSA Status: Hourly
Last Revised: February 2014

SUMMARY: This position is responsible for delivering product to assigned accounts, and for merchandising and rotating products in assigned accounts, in compliance with company standards as well as guidelines established by specific accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Verifies pricing and quantities with store contact; prints account invoice, and obtains account signature.
- Generates on-truck report and load sheet for daily route; reviews load sheet with warehouse personnel for product and quantity; signs off on load.
- Completes all walk-behind safety checks and completes all pre-trip safety checks of vehicle.
- Load product onto delivery vehicle as necessary.
- Delivers product to customer accounts using various types of vehicles, including but not limited to side load straight truck, side load with single axle tractor, trailer with lift gate and single axle, trailer and tandem axle trailer.
- Unloads product using hand truck and/or power jack to account staging area; verifies delivery with account representative; picks up damaged product, empty pallets, shells and crates.
- Stocks shelves of walk-in coolers and store shelves with product delivered based on classification of store (either large format or small format) or based on determination by management; rotates stock as appropriate.
- Merchandises product in all assigned accounts according to company standards, placing promotional displays, shelf talkers, posters, carton stuffers and banners; solicits account as appropriate to obtain new display space.
- Removes all out-of-date, or near out-of-date product from field in compliance with company guidelines.
- Cleans backroom/storage areas of customer accounts of all Lakeside Bottling Company product, waster, and materials, etc.
- Settles hand-held computer at end of day, prints ending inventory sheet, verifies dollar value and quantity of product sold, as well as cash and/or checks collected. Makes calculation of number of cases returned in each bay of vehicle and verifies this count with warehouse manager (or designee of warehouse manger).
- Make emergency delivery of product or get re-load of product and make additional customer delivery, as necessary
- Delivers product and equipment for special events and weekend events. Completes paperwork to appropriately invoice customer.
- Makes delivery of product to full-service accounts, stocks vending machines, collects money.

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.

Education and/or Experience

Requires education generally equivalent to a high school diploma plus one to two year's previous CDL driving experience.

Language Skills

Must possess good oral and written communication skills in order to interact with customers and retail account personnel. Must possess the ability to read and understand daily work instructions and technical information.

Mathematical Skills

The incumbent of this position must possess the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to calculate percentages.

Reasoning Ability

During the performance of his/her job duties, the incumbent will need to resolve problems, such as out-of-product situations, invoice discrepancies or order errors and make decisions in the best interest of the customer and the company. Must present a professional image of the company and its products and services, in dealing with customers.

Other Qualifications

Must hold a valid Wisconsin Driver's License and a CDL – Class A Driver's License with good driving record. The incumbent must be Forklift Certified or willing to obtain this certification. A weekend work rotation is a requirement of this position.

Tools/Equipment Utilized

During the performance of his/her duties, the incumbent will routinely utilize a hand-held computer and printer, copier, a forklift, walk-behind, hand cart, case cutters and cell phone.

Competencies

To perform this job successfully, the incumbent should demonstrate the following competencies:

Approachability – Listens; allows adequate time for interactions; creates a supportive communication environment.

Assertiveness – Communicates directly and honestly while demonstrating self-respect and respect for others.

Composure – Responds to information and situations in a self controlled manner.

Customer Focus- Builds effective relationships with customers, identifies customer expectations, tries to see issues from their point of view; offers practical solutions to problems.

Ethics and Integrity – Makes decisions and conducts self consistent with organizational principles.

Giving Feedback – Provides timely, accurate, factual information to others about the impact and outcomes associated with their behavior.

Interaction with Higher Management – Identifies the priorities of upper management and when it is appropriate to inform, update, or share information; present self in a professional manner.

Listening – Supports speakers and interprets their messages in such a way that effective communication takes place.

Organizing – Puts issues, work tasks, paperwork, etc. in logical fashion.

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 job functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.

While performing the duties of this job, the employee is frequently required to stand, walk and use hands to finger, handle or touch. The employee will regularly sit, stoop, kneel, crouch or crawl, talk and listen and use foot/feet to operate machine and the employee will occasionally stand, reach above shoulders, climb or balance, and taste or smell. The employee is required to perform lifting of 25 pounds on a frequent basis and will lift up to 50 pounds on a regular basis. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, the ability to adjust focus, and depth perception. Driving a Commercial Motor Vehicle is an essential requirement of this position.

Personal Protective Equipment: The incumbent will be required to wear steel-toe safety shoes.

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. The employee will work in various customer account locations including storage areas where the noise level is moderate. He/she is frequently exposed to outdoor weather conditions and job related travel.

The above statements reflect the general details and functions of this position. They are not to be construed as a detailed description of all the work requirements that may be inherent in the position.