



## **Delivery Driver**

### **JOB DESCRIPTION**

#### **RESPONSIBILITIES**

- Work daily route in a sequence to make cut-off times as stated by retailers.
- Deliver, display and rotate product lines on assigned delivery route in accordance with company standards and safety guidelines.
- Stock Merchandise, in coolers on hot shelves, etc. during every visit. Fill all Shelves before leaving store.
- Responsible for checking and verifying daily load, stops, and kegs on truck inventory and updating vehicle log book.
- Will be held accountable for Out-of-Date product in accounts due to lack of rotation. This includes cooler rotations, displays, and back-rooms and the truck.
- Responsible for making sure that there are no overages and shortages on payments from retailers.
- Drive your truck safely and courteously, obeying all traffic regulations.
- Responsible for post trip check up routine , all invoices and receipts every day and proper check in procedure in the afternoon.
- Must be willing to train new delivery drivers when asked.

## **Basic Purpose**

To provide a high level of customer service and safety while distributing all brands and packages carried by KW Associates. Reports directly to the Delivery Team Leader.

## **Expectations**

- Maintain a high standard of morale, integrity and efficiency.
- Give Each customer a friendly greeting and cordial thank you.
- Attend all required company meetings unless excused for vacation, illness or person reasons by appropriate supervisory personnel.
- Start time is decided by the VP General Manager . Some nights and weekends will be included.
- Develop and maintain a good working rapport with all customers and KW Employees.
- Wear proper KW Beverage approved dress code and be neat and clean in appearance daily. All facial hair must create an overall neat, polished and professional look.
- Maintain hardware and items on lend from KW Beverage
- When using a company vehicle, maintain cleanliness, tires, regular oil and fluid checks reporting any problems to the fleet manager
- Report all accidents immediately to the Fleet Manager/VP Administration and Safety Manager.
- Physical Demands: Walking , sitting, lifting, carrying, pushing, climbing, stooping, bending, kneeling, reaching, pulling and standing.