

# Delivery Driver

## BASIC PURPOSE:

To provide a high level of customer service while distributing all brands and packages carried by KW Beverage while following the specific guidelines developed by KW Beverage concerning the delivery and rotation of all suppliers' brands.

**Must have CLASS A CDL, with a clean driving record**

**\*\*\*\* The ability to drive a truck with a manual transmission is helpful \*\*\*\***

## PRIMARY RESPONSIBILITIES:

1. The Delivery Driver is responsible to an assigned Delivery Supervisor.
2. Attend all company delivery meetings. Start time is 6:30 Monday thru Friday.
3. Wear proper KW Beverage approved attire.
4. Responsible for pre-trip routine, including cleanliness, tires, daily oil and fluid checks, reporting any problems to the fleet manager.
5. Responsible for checking and verifying load sheets on truck inventory and updating vehicle log book.
6. Deliver products in an efficient and timely manner based on route sequencing and specifications set by the management team.
7. Service the assigned customers on a previously agreed upon call frequency.
8. Deliver, display and rotate product line on assigned delivery route in accordance with company standards and safety guidelines.
9. Develop and maintain a good working rapport with all customers and KW Beverage employees.
10. Stock, merchandise, price, rotate, and reface product on display, in coolers, in ice barrels, on hot shelves, etc. during every visit. Fill ALL shelves before leaving store.
11. Product and pricing knowledge as well as promotional pricing updates.
12. Understand and adhere to KW Beverage and its brewer partners' code date policies. Must be able to read all product code dates of assigned brands and rotate product 1<sup>st</sup> in 1<sup>st</sup> out.
13. Accountable for Out-Of-Date product in accounts due to lack of rotation. This includes cooler rotation, displays, back-rooms and the truck.
14. Understand line cleaning processes and timelines when applicable.
15. Note product out-of-stocks when working accounts
16. Responsible for printing invoices to each account and neatly signing invoices and collecting invoice totals from each account.
17. Responsible for checking with the Delivery Manager regarding the acceptance of checks or the collection of returned checks per company check policies.
18. Responsible for picking up empty kegs and pallets upon leaving the accounts every day.
19. Responsible for post trip check up routine, all invoices and receipts every day and proper check-in procedure in the afternoon.
20. Complete all tickets, settlement sheets, and related paperwork neatly and correct deposits must be turned in each day.
21. Responsible for all overages and shortages.
22. Report account changes that would affect file maintenance to keep system current.
23. Must be willing to train new delivery reps when asked.
24. Perform any other duties as assigned.

**\*\*\*\* The ability to drive a truck with a manual transmission is helpful \*\*\*\***

The following physical demands are required but not limited to:

Walking, Sitting, Lifting, Carrying, Pushing, Climbing, Stooping, Bending, Kneeling, Reaching, Pulling, Standing