



## **CLASS C- DELIVERY DRIVER**

### **JOB DESCRIPTION**

The Delivery Driver operates vehicles ranging from vans to box-trucks and is responsible for ensuring customer orders are safely and efficiently pulled and delivered, while adhering to company's exceptional standard for safety and customer service. The Delivery Driver plays an integral role as the face of the company and is essential to maintaining goodwill and developing working relationship with customers.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review customer pick-list for comments regarding color, quantity, quality, size & tagged product
- Communicate to Checker or supervision any short items, low inventory, quality issues or substitutions
- Load and organize product into delivery vehicle according to route delivery sequence and company's specifications
- Pick-up all delivery paperwork from dispatch and thoroughly read customer comments prior to delivery
- Conduct pre-trip vehicle inspection (low tire pressure, tire wear, dents etc.) and report any issues
- Perform equipment safety inspections and report unsafe equipment or other workplace hazards to supervisor
- Drive company vehicle while adhering to rules and regulations of the road at all times
- Follow set, scheduled route for daily deliveries and inform supervision of recommended route sequence changes or customer feedback
- Review delivery with customer to ensure product meets their needs, obtain customer signature, collect payment and/or issue credits (cash collected must be counted and verified with customer present)
- Report any shorted, damaged or missed product to dispatcher or sales office immediately
- Review and turn in delivery paperwork to bookkeeping office at end of each route
- Report any accidents or vehicle issues encountered while in route to supervision
- Document breaks and lunches on daily trip-sheet
- Check-in with supervisor before clocking out for the day

### **PRE-REQUISITES**

- Must provide DMV Motor Vehicle Report print-out
- Must pass pre-employment background, physical, drug screen and DMV motor vehicle report
- Must be able to meet company vehicle insurance requirements - (drivers must be 21 years old or over)
- 6 months of multi-stop route delivery experience
- 1 year experience in a fast pace warehouse environment
- Experience with electric pallet-jack & hand-truck
- Produce knowledge a plus (i.e., fruits & vegetables, organic & conventional)
- Read, write & effectively communicate verbally in English (bilingual a plus)
- Perform basic arithmetic (i.e., addition, subtraction, multiplication, and division) and uses basic numerical concepts (e.g., whole numbers, percentages) to complete job tasks
- Ability to read maps, use a GPS and/or have a good sense of direction

### **BENEFITS**

We offer a complete benefits package that includes medical, dental & vision insurance, paid vacation, paid sick leave, 7 paid holidays, 401(k) plan, bonuses and life insurance.

### **EEO STATEMENT**

WCPI provides a fair and equal employment opportunity for all employees and job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free work environment.