



**JOB DESCRIPTION:
DELIVERY DRIVER**

Must be at warehouse no later than 5:15 AM

DUTIES AND RESPONSIBILITIES

- The specific activities of the driver include authority and responsibility of:
 - Monitoring the daily activities of all relief drivers and driver assistants ensuring that they comply with their job descriptions while adhering to all company standards.
 - Call in any overages or shortages that are on the route
 - Responsible for beer, invoices, and money (checks and money orders)
- Train all relief drivers and driver assistants in all phases of the position that include:
 - Product Freshness
 - Product Rotation
 - Ticket Work
 - Properly and safely unloading, handling and storing merchandise on customer property
 - Proper check-up procedures
- Vehicle Maintenance
 - Post Trip inspections done daily to R&K standards
 - Trucks washed at least once a week (inside and out).
 - Notify delivery supervisor/fleet manager/warehouse manager of any mechanical problems immediately.
 - Notify delivery supervisor/fleet manager/warehouse manager of any dents, scratches or body damage immediately.
 - DO NOT bring trucks in with less than half a tank of diesel.
- Personal appearance
 - Professional, well groomed appearance is required of all employees at all times.
- Uniform Appearance and Policy
 - A proper company-issued uniform, clean and in good repair, must be worn while on duty.

END OF DAY DUTIES

- Pallets must be stacked on truck
- Make sure that beer left on truck is visible to be counted
- Clean out cab of truck
- Truck must be counted by driver AND warehouse authority and then load sheets are signed by both
- Follow proper check up procedures
- Make sure all daily duties have been completed by driver and assistant
- Park truck on lot



SINCE 1963

FAMILY OWNED FOR 3 GENERATIONS

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