Amoskeag Beverages, LLC

Job Title:	Delivery Driver	**Department:**	Operations
Reports To:	Delivery Area Manager	**Exempt/Nonexempt:**	Exempt
Direct Reports:	Back- Up Drivers, Helpers		

Position Information: Deliver product to customer accounts in a timely, efficient, safe and courteous manner

Primary Contribution to Amoskeag Beverages:

- Drive to customer accounts safely, obeying traffic laws
- Deliver the product at each stop where the customer has indicated
- Be courteous and friendly to the customer at each stop
- Rotate stock to maintain fresh product and avoid out of code status
- Put away the product safely and neatly with the customer's direction

Duties and Responsibilities:

- Perform pre-trip requirements and secure the load on the truck
- Verify paperwork, invoices; make sure you have the correct load
- Fill out the DVR report for the DOT (log books if required)
- Take returns from the customer, indicating quantities on invoice
- Have the customer sign the invoice verifying product delivered
- Able to pick up cash and checks, noting amount received
- Fill out proper paperwork for mispicks, returns, and NOT's (not on truck)
- Upon returning to warehouse, clean out the back of the truck and cab
- Properly dispose of pallets, kegs, breakage and returns where designated
- Submit invoices to night accounting clerk for processing
- Maintain a clean truck/trailer; inside and out
- Note any mechanical or truck problems on DVRs and to a supervisor

Qualifications:

- CDL-A or CDL-B license with airbrake endorsement and medical card
- Driving record with no DWI, reckless operations violations or many points
- Able to operate a pallet-jack, use two-wheelers and forklift certified
- Good communication skills, legible handwriting, good with paperwork and able to use a hand held computer and have a cell phone
- Willing to "go-the-extra-mile" with both customers and fellow employees
- Able to work independently

Working Conditions:

- Warehouse- loading and unloading trucks and at the customer's location on the road
- Driving year- round in all road and weather conditions
- Must wear company provided uniform
- Perform all duties safely and responsibly