Refreshment Services, Inc.

JOB DESCRIPTION

Job Title: COMBO ROUTE DRIVER Department: OPERATIONS

Reports to: DELIVERY SUPERVISOR Exempt status: NON-EXEMPT

*General purpose of the position:*  To deliver product to customer locations and place in customer’s storage areas and/or retail positions. Properly track and/or document receipt of product by customer and credits for returned product.

*Duties & responsibilities:*

* Check the product loaded on truck, versus the load sheet, to ensure the correct product is loaded on truck.
* Deliver cold product to customer locations. Unload product, using 2-wheel or 4-wheel cart, into vending machines, coolers or customer storage area. Obtain customer’s acknowledgement of receipt of delivery on ticket generated from handheld computer.
* Retrieve any damaged or out-of-date product from location to return to plant. Create appropriate credit ticket for customer on handheld computer.
* Receive cash or check from customer, as directed by order ticket. Secure cash or check in truck’s safe.
* Complete a daily deposit ticket for any cash or checks received.
* Merchandising duties.
* Report any service call needs to receptionist at the plant.
* Other duties as assigned.

*Education & experience:*

* High school diploma or GED required.
* Class A Commercial Driver’s Permit is required at time of hire. Class A Commercial Driver’s License must be obtained within 45 working days. Motor Vehicle Record must show no more moving violations than are allowed by our Driver’s license policy.

*Skills & abilities:*

* Must be able to frequently lift up to 60 lbs.
* Must be able to use basic tools, such as: utility knife, 2-wheel cart, 4-wheel cart, etc.
* Must be able to follow written and oral instructions.
* Must have strong customer service skills.
* Must have basic math skills.

*Physical demands:*

* Repetitive lifting of up to 60 lbs.
* Frequent pushing, pulling, bending, stooping, standing, walking and stair climbing.
* Moving product and/or loaded carts up and down stairs.
* Work in varying job conditions including; heat, cold, damp, wet, inside, outside.