

Delivery Driver

Job Purpose

A Delivery Driver's work consists of loading and unloading vans, delivering products, addressing and reporting customer issues regarding service and products. Responsibilities include the collection of cash and checks, obtaining customer signatures for deliveries, replacing damaged and outdated product and other duties as required. The Delivery Driver must have the ability to understand, anticipate and meet the customer needs and provide superior customer service in accordance with the company Mission and Vision Statements. The Delivery Driver will demonstrate a thorough understanding of and adhere to company safety policies and standard operating procedures and perform all duties with minimal supervision.

Duties and Responsibilities

Properly counts and loads vehicle using assigned pick list

Safely secures load to avoid damage to inventory

Possesses general knowledge of bakery products

Maintains a professional appearance in compliance with company standards

Provides superior customer service to all customers

Rotates product to ensure freshness

Collects and documents cash and check payments

Understands the difference between charge and cash customers

Reports and records any customer concerns to manager or office

Responds to manager or office calls in a timely manner

Maintains a clean vehicle

Drives in a safe and courteous manner

Maintains clean driving record