



*GG Distributing, LLC*

Wholesale Beverage Distributor

**DELIVERY DRIVER**

**JOB PURPOSE**

Safely and efficiently deliver and merchandise the company's products to retail accounts from a commercial truck.

**CLASSIFICATION:** Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Execute quality service in accounts including rotation, stocking shelves, replenishing single serve, building displays and organizing products in cold box or back room
- Completion of assigned daily route in a safe, accurate and efficient manner in varying weather conditions and challenging environments (i.e. time stops, stairs, curbs, docks, tight parking lots, etc.)
- Verify truck inventory before leaving and returning to the warehouse and be accountable for all products and/or monies associated with inventory
- Use proper delivery technique and lifting procedure
- Follow all DOT and GG pre-post trip procedures
- Comply with Environmental, Health and Safety (EH&S) laws and regulations along with GG Distributing Company policies and procedures
- Generate creative solutions to problems and opportunities including recommendations regarding routing individual route accounts
- Rotate product during deliveries to ensure all product is in code and fresh and report all close dated product to supervisor
- Review truck load sheet prior to leaving warehouse in order to ensure no loading errors have occurred
- Collect and prepare invoices for daily orders to be delivered
- Collect payment from customers and record transactions on customer receipt
- Obtain customer signature on receipt for deliveries
- Accurately complete daily check-in process at the end of the day and turn in all customer payments
- Prepare pick-up invoice to remove out-of-date, damaged or excess inventory from accounts as needed
- Ensure inside of delivery vehicle is clean at the end of the day and any mechanical issues are promptly reported per GG procedure
- Identify, resolve and develop alternative solutions to problems in a timely manner; use reason even when dealing with emotional topics or issues
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments
- Remain open to others' ideas and try new things
- Speak clearly and persuasively in positive or negative situations; respond well to questions; contribute and participate in meetings



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**DELIVERY DRIVER, 2 OF 2**

- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit
- Exhibit confidence in self and others; inspire and motivate others to perform well
- Demonstrate knowledge of market and competition and report competitive activity to management
- Work within approved budget; conserve organizational resources
- Treat people with respect; keep commitments and work with integrity and ethically
- Follow policies and procedures and complete administrative tasks correctly and on time
- Prioritize and plan work activities; use time efficiently; sets challenging personal goals and objectives
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner
- Demonstrate accuracy and thoroughness and complete work in a timely manner
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Be consistently at work and on time; arrive at meetings and appointments on time
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; able to write routine reports and correspondence and to speak effectively before customers or employees of the organization
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; able to compute rate, ratio, and percent
- Able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Valid TABC license (if required), clean driving record, current COL and state driver's license and able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen
- Able to regularly lift and/or move up to 45-pound cases and 170-pound kegs

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*