**KW BEVERAGE**

**DELIVERY DRIVER**

**JOB DESCRIPTION**

BASIC PURPOSE:

To provide a high level of customer service while distributing all brands and packages carried by KW Beverage while following the specific guidelines developed by KW Beverage concerning the delivery and rotation of all suppliers’ brands.

PRIMARY RESPONSIBILITIES:

1. The Delivery Driver is responsible to an assigned Delivery Supervisor with close communication to the Account Manager.
2. Must maintain a current SC CDL Class A license.
3. Attend all company daily delivery meetings unless excused for vacation, illness, or personal reasons by appropriate supervisory personnel. Start time is 6:30 AM every Monday thru Friday.
4. Wear proper KW Beverage approved attire. Maintain a neatly groomed personal appearance every day. Shirts tucked in and black shoes mandatory. All hats facing forward.
5. Responsible for pre-trip routine, including cleanliness, tires, daily oil and fluid checks, reporting any problems to the fleet manager.
6. Responsible for checking and verifying load sheets on truck inventory and updating vehicle log book.
7. Deliver products in an efficient and timely manner based on route sequencing and specifications set by the management team.
8. Service the assigned customers on a previously agreed upon call frequency. Any changes must be approved by the Delivery Manager.
9. Deliver, display and rotate product line on assigned delivery route in accordance with company standards and safety guidelines.
10. Develop and maintain a good working rapport with all customers and KW Beverage employees.
11. Give each customer a friendly greeting and a cordial thank you.
12. Stock, merchandise, price, rotate, and reface product on display, in coolers, in ice barrels, on hot shelves, etc. during every visit. Fill ALL shelves before leaving store.
13. Product and pricing knowledge as well as promotional pricing updates.
14. Understand and adhere to KW Beverage and its brewer partners’ code date policies. Must be able to read all product code dates of assigned brands and rotate product 1st in 1st out.
15. Will be held accountable for Out-Of-Date product in accounts due to lack of rotation. This includes cooler rotation, displays, back-rooms and the truck.
16. Understand line cleaning processes and timelines when applicable.
17. Account inventory questions or concerns must be communicated to the account manager.
18. Note product out-of-stocks when working accounts and report to the account manager.
19. Responsible for maintaining adequate tools/items and necessary supplies for hanging and maintaining POS and displays.
20. Responsible for printing invoices to each account and neatly signing invoices and collecting invoice totals from each account.
21. Responsible for checking with the Delivery Manager regarding the acceptance of checks or the collection of returned checks per company check policies.
22. Responsible for picking up empty kegs and pallets upon leaving the accounts every day.
23. Drive your truck safely and courteously, obeying all traffic regulations and perform pre and post trip inspection of vehicle daily.
24. Maintain accurate maintenance records and turn in to the fleet manager, etc.
25. Report all accidents immediately to the fleet manager/team leader/human resources and safety manager.
26. Maintain hardware and items on lend from KW Beverage such as the handheld computer system, hand trucks, etc.
27. Orders will be delivered Monday thru Friday.
28. Work to beat cut off times and when orders are refused or cut, communicate with the account manager to resolve issues.
29. Responsible for post trip check up routine, all invoices and receipts every day and proper check-in procedure in the afternoon.
30. Complete all tickets, settlement sheets, and related paperwork neatly and correct deposits must be turned in each day.
31. Responsible for all overages and shortages.
32. Maintain awareness of your competition, including pricing, products, space and position, people, displays, account stability, etc. and report changes to the delivery manager.
33. Report account changes that would affect file maintenance to keep system current.
34. Must be willing to train new delivery reps when asked.
35. Adhere to PFP guidelines and incentives.
36. Follow all company policies and procedures.
37. Perform any other duties as assigned.

The following physical demands are required but not limited to:

Walking, Sitting, Lifting, Carrying, Pushing, Climbing, Stooping, Bending, Kneeling, Reaching, Pulling, Standing