

## **Elite Brands of Colorado Job Description**

**Job Title:** Delivery Route Driver

**Reports To:** Routing and Delivery Manager

**FLSA Status:** Non-exempt

**Summary:** Elite Brands, 2017 Craft Beer Wholesaler of the Year, is hiring full-time delivery drivers to service our customers throughout the state of Colorado.

Do you value independence? Do you like the open road and not being confined to an office all day? Do you enjoy working with people and building relationships? Do you have a passion for craft beer? If you answered yes to these questions, then a delivery job at Elite Brands might be for you.

We are looking for individuals who are smart, work hard, love to work with people and care about being the best that they can be.

Our drivers enjoy competitive pay, paid time off, benefit package, a four-day work week and the opportunity to travel throughout the state of Colorado.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Operates company vehicle in a professional, safe and courteous manner.
2. Provides great customer service to our clients.
3. Delivers merchandise to customers in a timely manner.
4. Ensures accurate delivery of appropriate merchandise in accordance with customer invoices.
5. Ensures delivery vehicles are clean and in good working condition.
6. Performs daily maintenance checks and reports malfunctions to management.
7. Ensures customer messages and communications are relayed to appropriate management.
8. Returns credit merchandise with appropriate paperwork and informs management of delivery.
9. Assists in maintaining a neat and clean workplace at all times.
10. Provides customer with receipt or credit form for merchandise to be picked up.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Education/Experience:**

One to two years related experience and/or training.

**Certificates and Licenses:**

Driver's License

**Equipment:**

Hand Truck, box truck

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch and talk or hear. The employee is frequently required to stand; walk. The employee must regularly lift and/or move up to 165 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; outdoor weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; extreme cold (non-weather); risk of electrical shock.

The noise level in the work environment is usually moderate.

**How to Apply:** If this interests you and you meet all job qualifications and would like to apply for this position, please email a cover letter, resume and salary expectations to Brett Boyd, [bboyd@elite-brands.com](mailto:bboyd@elite-brands.com)

Website: [www.elite-brands.com](http://www.elite-brands.com)