



Job Title: **Delivery Route Driver**
Reports to: Delivery and Routing Manager
Department: Warehouse Operations
FLSA Status: Non-Exempt Employee
Schedule: Tuesday – Friday Approx. 7:00am -5:00pm

DO YOU LIKE 3 DAY WEEKENDS? DO YOU LIKE CRAFT BEER?

Welcome to Elite Brands of Colorado! Elite is a company with a lifetime of experience in the alcoholic beverage distribution industry. We consider it an honor to represent the finest producers of wine, beer, and spirits to the people in the state of Colorado. We are a fun group that work as a team and we win as a team.

Summary: The Delivery Route Driver completes assigned deliveries and pick-up of merchandise and assists with shipping and receiving responsibilities. The job is fast paced and will require excellent communication, time and task management skills. Success in this role will require open and honest feedback to all members of the team at all times.

Minimum Requirements

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 and acceptable driving record.

Essential Duties:

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

Remember, you are a representative of Elite Brands of Colorado, and being professional and courteous to all employees and customers is part of the responsibility of this position!

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.

Equipment:

Hand Truck, Box Truck, and Van

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 or crawl 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.