



EARL'S ORGANIC

JOB DESCRIPTION

Position Title:	Delivery Driver	Location:	San Francisco, CA
Department:	Operations	FLSA Status:	Non-Exempt
Reports To:	Transportation Manager	Revised Date:	June 2018

SUMMARY

The Delivery Driver position is responsible for delivering palletized orders to EOP's customer service base in a timely and attentive manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct thorough pre-trip safety checks;
- Maintain accurate trips logs and related reports;
- Secure loads to ensure product integrity upon delivery;
- Efficiently navigate assigned delivery routes;
- Unload and appropriately handle pallets and packages per customers' specific needs;
- Provide excellent customer service at every opportunity;
- Inform his/her supervisor of route delays and outstanding delivery situations;
- Obtain necessary delivery receipts;
- Organize and secure all route related paperwork;
- Participate in efficient route planning;
- Pick-up dispatched backhauls in a timely manner
- Ensure work is performed safely at all times;
- Wear proper safety equipment at all times;
- Punctuality and regular and reliable attendance.

Perform other duties as directed, developed or assigned.

SUPERVISORY RESPONSIBILITY

Non-applicable

QUALIFICATION REQUIREMENTS

- **Education and/or Experience:** Valid California Class A or B driver's license and clean driving record. Two to Three years delivery driving experience, preferably with a fresh produce company. Familiarity with Bay Area traffic patterns.
- **Language Skills:** Excellent Communication skills including reading, writing, and verbally communicating effectively and professionally with other business departments, customers, and vendors. Ability to diplomatically deal with difficult situations and people while exhibiting a consistent level of professionalism.
- **Technical Skills:** Strong ability to maintain road and equipment safety.
- **Reasoning Ability:** Ability to think independently and to solve practical problems and deal with a variety of different situations without set guidelines. Ability to interpret a variety of instructions furnished in written, oral, report or schedule form.

- **Equipment:** Operate equipment such as, but not limited to, forklift, stand up pallet jack, electric pallet jack, computer, calculator, copier, phone.
- **Other Skills & Abilities:** Must be able to work variable hours, days, weekends & Holidays Able to work with little or no supervision. Ability to multi task and prioritize in a time-pressured environment. Excellent organizational skills. High accuracy in work with attention to detail. Ability to complete projects in a timely manner. Ability to get along and work cooperatively with others. Positive and professional attitude. Ability to respond positively to constructive feedback. Ability to manage a project from its initiation to completion with minimal supervision. Solution-oriented attitude with willingness to proactively solve issues. Ability to read directions and use a street map to plot delivery route. Ability to maintain logs and records. Excellent customer service skills. Ability to present oneself professionally in customer-facing situations.

PHYSICAL DEMANDS

- Stand and walk or sit alternatively depending on specific needs of day. Estimate 40% of time is spent on feet and 60% sitting while driving.
- Have constant need to perform the following physical activities: bending/stooping/squatting, climbing stairs, pushing, pulling, twisting, lifting and reaching above shoulders.
- Have frequent need to perform standing and walking activities.
- Lifting/carrying a minimum of 50 lbs on a regular basis and over 50 lbs occasionally.
- Vision requirements: consistent need to complete forms. Frequent need to see small detail. Frequent need to see things clearly beyond arm's reach.
- Hearing requirements: consistent need to communicate over telephone and in person.

WORK ENVIRONMENT

The noise level in the work environment is generally moderate but may be high during certain times of the day due to business level. This position is exposed to temperatures varying from 34 to over 70 degrees and humidity levels varying from 80 to 95%.

I have read, understand, and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job, and it does not, nor is it intended to, outline all of the specifics of the responsibilities that I will be expected to perform. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature:

Date:_____

Print Name: