Delivery Driver

Job Title: Delivery Driver  
Department: Shipping  
Reports To: Shipping Manager  
Prepared By:  
Prepared Date:

Position Summary Drives truck or automobile over established route to deliver and sell products or render services, collects money from customers, and makes change by performing the following duties.

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

- Drives truck to deliver such items as beer, soft drinks, bakery products, dry cleaning, laundry, specialty foods, and medical supplies to customer's home or place of business.
- Collects money from customers, makes change, and records transactions on customer receipt.
- Writes customer order and instructions.
- Records sales or deliveries information on daily sales or delivery record.
- Calls on prospective customers to solicit new business.
- Prepares order forms and sales contracts.
- Informs regular customers of new products or services.
- Listens to and resolves service complaints.
- Places stock on shelves or racks.
- Sets up merchandise and sales promotion displays or issues sales promotion materials to customers.
- Collects or picks up empty containers or rejected or unsold merchandise.
- Loads truck.
- Issues or obtains customer signature on receipt for pickup or delivery.
- Cleans inside of truck.
- Performs routine maintenance on truck.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

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.