## JOB DESCRIPTION

**Job Title:** Client Delivery Specialist (Driver)

**Department:**  Operations

**Position Status:** Regular Full-Time

**Classification:**  Non-Exempt

**Reports To:** Sr. Director of Operations

**JOB SUMMARY**

Efficiently deliver produce to customers, process paperwork accurately, follow driver safety rules and provide professional and outstanding customer service.

**PRIMARY DUTIES/RESPONSIBILITIES**

* Run routes efficiently, meeting or exceeding designated route times.
* Handle any customer issues promptly & professionally. Ensure accurate production and timely order fulfillment. Call in customer concerns (quality & quantity) immediately.
* Inspect and ensure that product delivered is of the highest acceptable standard of quality.
* Handle company equipment properly, follow driver & warehouse safety rules, perform pre and post-trip truck inspection and reports all issues in a timely manner. Responsible for upkeep of truck at end of shift refueling. Maintain a clean truck.
* Ensure that product is handled in accordance with food safety standards at all times.
* Assist in the warehouse loading trucks, handling product and performing other duties at the request of the Warehouse/Inventory Supervisors.
* Perform other tasks as directed by Management
* Collect on COD accounts.
* Dress professionally. Wear company provided shirt and clean un-ripped pants.

**KNOWLEDGE/SKILLS/ABILITIES - REQUIRED**

* Must be authorized to work in the United States
* Must meet strict insurability requirements – clean driving record and valid driver’s license
* Knowledge of the Northern California area.
* Knowledge of safe working techniques and ability to train, monitor and enforce safe working habits. Maintain a safe working environment.
* Dependable & trustworthy with a high level of professionalism, strong sense of urgency and attention to detail.
* Professional appearance and good hygiene.
* Excellent communication skills. Proven ability to communicate articulately in English
* Ability to perform simple arithmetic
* Ability to do physical work including frequent moving of product up to 65 lbs., bending, squatting, pushing and pulling. Must be able to climb on and off the box of the truck.

**PHYSICAL REQUIREMENTS**

The physical requirements listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Regular and consistent attendance and the ability to sit and work with hands and arms for at least eight (8) hours per day and five (5) days per week.
* Physical ability to stand, reach, lift, bend, kneel, stoop, climb, walk, crawl, push and pull items weighing up to 65 pounds.
* Work overtime occasionally at the last minute.
* Stand and move throughout the office.
* Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.
* Proficient interpersonal relations and communicative skills in English;
* Interpret a variety of instructions furnished in English written, oral, diagram, or schedule form.
* Write routine reports and correspondence.
* Meet daily, weekly, monthly, quarterly, yearly and other deadlines consistently.
* Work under pressure with changing, ambiguous priorities.
* Communicate effectively and promptly to clients or employees of the organization.
* Auditory and visual skills – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**ACKNOWLEDGEMENT**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*\*The above is intended to describe the general content of and requirements for the performance of this job.  It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.  Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*