
DELIVERY DRIVER JOB DESCRIPTION

PEOPLE: ADMINISTRATION

OVERVIEW

The **Delivery Driver** is a vital role in the company and part of the BOH team, in The Juice Standard. The **Delivery Driver** is in the kitchen building orders, delivering product to other outlets as well as private residents and/or businesses. They are knowledgeable on The Juice Standard products as well as Health District policies and procedures for the safe transport of temperature sensitive products.

As a member of the BOH Team, the Delivery Driver, is responsible for ensuring execution of the day to day operations of delivery, and execute the roles and responsibilities of the Kitchen team.

As an employee, and developing leader, within the BOH operation, the Delivery Driver will be required to be actively involved with managing **product**, and controlling **profit**.

SCHEDULE

The Delivery Driver is a Full Time FLEX employee who is eligible to receive up to 40 hours of work each week, and be available to work at least 32 hours each week. Though a Delivery Driver is eligible for full time work, the work schedule and hours are not guaranteed, and may fluctuate to reflect the needs of the business, or performance of the individual.

Delivery Drivers are required to have a flexible availability which allows them to work nights, weekends (FRI – SUN), holidays, and overtime if needed.

Additionally, the Supervisor will receive a generous Employee Discount on product and merchandise sold by The Juice Standard.

Currently the Supervisor is not eligible for any health, medical, dental, or other personal benefits offered by the company.

EXPECTATIONS

All employees of The Juice Standard are expected to follow all policies & procedures outlined in the **Employee Handbook**. As a member of the BOH team, the Delivery Driver is required to follow and execute the **Codes of Conduct**.

The Delivery Driver will be expected to perform, at a higher than average level, the tasks, operations, and procedures associated with being a member of the team, which include:

PRODUCT

- Administration
 - Complete Van Maintenance log for the fleet
 - Ensure HACCP Logs are completed, monitored, and appropriate corrective action addressed
 - Ensure inventory sheets are completed
 - Communicate information for submission into the monthly Safety & Maintenance reports
- Leadership
 - Maintain all sanitation standards as required by the Southern Nevada Health District
 - Maintain an extensive knowledgeable about the TJS product line, & ingredients
- Entrepreneurship
 - Ensure outlets is effectively merchandised and stocked
 - Gather feedback store managers and customers about product
 - Assist in the transferring of product to eliminate waste

PROFIT

- Administration
 - Maintain all HACCP and/or delivery logs
 - Maintain Van maintenance logs
- Leadership
 - Enforce company procedures to eliminate waste of product
 - Work with leadership to communicate effectively between outlets and kitchen
- Entrepreneurship
 - Execute loss prevention strategies within the company
 - Drive safely to ensure product arrives in a timely manner to locations
 - Follow approved routes when driving

REQUIREMENTS

GENERAL

Before being considered for the role of a Key Holder, individuals must meet the following eligibility requirements:

- At least 18 years of age at time of hire date, and able to provide proof of age
- Be a legal US Citizen, permanent resident, or provide proof of authorization to work
- Have involvement with, an interest in, or desire to learn about Health & Wellness
- Have reliable transportation
- Have a clean driving record with no infractions within the last 5 years
- Be able to work a flexible schedule (including nights & weekends)
- Be available to work at least 32 hours, and up to 40+ hours per week
- Successfully pass a drug test and background screening

TECHNOLOGY

In order to fulfill the responsibilities associated with being an effective Supervisor, individuals must be able to use at a higher than normal capacity the following technology and software:

- Microsoft Office word processor, spreadsheet, and database software
- ADP online scheduling & Time Keeping system
- Alarm Code keypad
- Armored Safe keypad

EDUCATION

In order to fulfill the responsibilities associated with being an effective Delivery Driver, individuals must possess a high school diploma or GED.

Some formal education beyond the primary level (K-12th grade) is **highly** desirable.

CERTIFICATIONS

As required by both local regulation, and company policy, Delivery Drivers will be required to obtain, and maintain current, the following licenses and certifications, at their own expense:

SNHD Manager Food Handler Card
Sherriff's Card

ServSafe Food Protection Manager Certification

NOTE: Some or all of the above listed certifications may be paid for or reimbursed by The Juice Standard, once the certifications have been received, and associated exams are passed.

EXPERIENCE

In order to ensure successful execution of the expectations as a Supervisor, individuals must provide verifiable experience demonstrating the following:

- At least 12 months' current delivery driver experience **AND**
- At least 6 months' food & beverage experience **OR**
- An equivalent combination of F&B and Delivery Driver experience