

The Garden Juicery LLC
JOB DESCRIPTION

Job Title: Delivery Driver

Reports To: Store Manager

Position Summary: Prepares customer cleanse programs for delivery. Ensures order accuracy. Delivers orders to customers in a safe, courteous, and timely manner. Helps customers learn more about plant-based nutrition at every opportunity. May also be responsible for assisting with preparation of food/drink items and customer service. Assists in maintaining the cleanliness of the kitchen area and equipment. Will ensure that all of our standards of excellence are met. Works as part of a team, supporting each other, and creating an atmosphere of fun.

ESSENTIAL FUNCTIONS

TIME ALLOTTED

Preparation of customer orders

20%

Works with the on-duty supervisor/manager to coordinate the preparation of cleanse programs. May assemble program contents into complete packages. Ensures the accuracy of the orders.

Preparation for deliveries

20%

Keeps vehicle in a well maintained state. Prepares delivery vehicle for deliveries. Learns the delivery area and routing. Loads and secures the cleanse programs properly for transportation. Gathers delivery information, including customer details and order details.

Delivering customer orders

30%

Delivers orders to customers in a safe, courteous, and timely manner. Promotes good will with the business during all customer interactions. Ensures that all of our standards of excellence are met.

Delighting customers

10%

Enhance the company's image by delighting customers. Actively seeks to take any action necessary to ensure our customers are pleased with their products and the services they receive.

Assist with food/drink preparation and/or customer service

10%

May also be responsible for assisting with preparation of food/drink items and customer service. Assists in maintaining the cleanliness of the work areas and equipment. Will ensure that all of our standards of excellence are met.

Nutritional education

10%

Will take every opportunity to learn more about plant-based nutrition and cleansing and will share that knowledge with customers.

Minimum Job Requirements:

Education: Course work in plant-based nutrition would be helpful.

Experience: Prior delivery experience in a retail or commercial environment preferred.

Abilities: The ability to multitask while maintaining a close attention to details is required. Verbal communication skills. Aptitude for understanding products and services.

Specific Skills: Knowledge of safe food handling procedures.

Specialized Knowledge, Certifications, or Licenses: Understanding of plant-based nutrition preferred.

Supervisory Responsibility: None

Working Conditions: General retail food service environment. Casual but professional setting. Limited need for overtime is required.

Physical Requirements of Position: Position involves standing for periods of time. Must be able to lift 50 pounds. Will be required to work outdoors in various weather conditions.

Additional Information: Must have a valid CO driver’s license, acceptable motor vehicle record, proof of insurance, and satisfactory vehicle.

Limitations and Disclaimer:

This job description is intended to describe the general nature and level of work being performed in this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills and/or abilities needed to perform this job successfully.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Manager’s Name:	Title:
Manager’s Signature:	Date:
Employee’s Name:	
Employee’s Signature:	Date:

Employee’s signature denotes that they understand the position duties and requirements and agree to use this document to guide their daily work and overall performance.