

Atlas Distributing, Inc.

Delivery Helper - Beer Division Job Description

Primary mission of the “Delivery Helper” and how it links to the mission of the company.

- Position Mission
- Organizational Relationships
- Primary Responsibilities
- Operating Functions
- Required Competencies
- Compensation
- Training and Evaluation

I. Position Mission

The primary role of the delivery helper is to perform all operations of a customer delivery in a safe, timely, accurate, and professional manner.

II. Organizational Relationships

The delivery helper reports to and works under the direction of the Delivery and Dispatch Supervisor. The helper works closely with and at the direction of the delivery driver.

III. Primary Responsibilities.

Assist driver in backing up of delivery vehicles at stop.

Assist driver in the complete delivery process at retail.

Securing load for safe travel from stop to stop.

Picking up empties at retail.

Picking up all bad or defective products at retail (cases/bad barrels).

Picking customer orders on delivery truck.

Sorting of empties by brand and barrels in the truck for return to warehouse.

Responsible for proper stock rotation at retail by code dates.

Responsible for cleanliness of cab of truck on return to warehouse at end of day.

Responsible for returning of all delivery equipment (bars, straps, wheelers).

Company provided uniforms must be worn and kept clean at all times.

Responsible for delivery electronic handhelds and printer, to include their safe return each day.

All other assignments as directed by management.

IV. Operating Functions.

Performing of duties in a timely and cost effective manner while maintaining a safe and enjoyable work atmosphere, and serving as a company representative at all times.

V. Compensation.

Compensation is based on the collective bargaining agreement in force.

VI. Required Competencies

Must be physically able to perform strenuous labor due to heavy lifting requirements.

Picking up pallets weighing up to 45 lbs.

Picking up empties.

Handling full barrels weighing up to 175 lbs.

Lifting and stacking full cases.

Climbing into delivery and fork trucks.

Operating electronic and other pallet jacks and warehouse equipment.

Other lifting as required to perform duties.

Knowledge of products and product code dates.

Strong customer service acumen.

General communication skills.

VII. Training and Evaluation

Training and evaluation are conducted on an ongoing basis. An annual performance review is conducted by the Route Supervisor and Operations Supervisor.

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Delivery Helper

Date