



Job Title: Delivery Driver/Production Staff	Classification: Non-Exempt
Reports to: General Manager	Location: Ainsworth
Last Updated: May 14 th , 2019	Status: Part-Time/Full-Time

Delivery Driver/Production Staff

This is a dual position that will entail both making deliveries and working within our kitchen. The Delivery Driver is responsible for transportation of goods between all 3 locations for Capers Café & Catering Company, as well as purchasing goods. The products that will be delivered and or picked up can vary between food, beverages and some office supplies. As a Production Staff you will need to have a high attention to detail and have a flexible schedule due to the needs of the business. This dual position will be starting off as part-time that can grow into a full-time position.

Job Requirements

- Ability to work independently
- HS diploma or equivalent
- Self-driven
- Have a valid driver's license
- Must have a clean driving record with no moving violations
- Proficient at driving and parking large vehicles
- Pass a 10-year FBI background check for secure access

Physical Demands

- Must lift and carry up to 50 pounds
- Requires frequent reaching, bending, pushing and pulling
- Requires continual sitting
- Must be able to work irregular hours under heavy stress/pressure during peak times

Duties and Responsibilities

- Ensure all Market daily production is completed as ordered
- Production of sandwiches, salads, parfaits and other goods
- Follow kitchen sanitation practices and ensure compliance of market staff
- Follow production preparation weights and procedures as described
- Report low or out of stock items daily
- Daily cleanup of all kitchen prep areas
- Break down cardboard and take out trash
- Sweep and mop floors
- Follow set, scheduled route for daily deliveries
- Ensure products are delivered to Company locations in a timely manner
- Shop, pickup and delivery for goods and products from local vendors
- Refuel and inspect delivery vehicle daily looking for anything problematic (low tire pressure, tire wear, dents etc.) and report any abnormalities
- Delivery of catering orders and special event orders
- Deliver goods to specific locations determined by clients and additional delivery and transfer of items as necessary
- Always keep vehicle organized, clean and tidy
- Scan or write in confirmation of delivery upon arrival to recipient client
- Collect signature and/or payments at delivery locales
- Report any accidents or vehicle issues encountered while enroute to supervisors
- Follow rules and regulations of the road
- Follow all company and state enforced safety requirements for loading and unloading product
- Light janitorial duties around the corporate office
- Other duties as assigned

Please note this job description is not to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notices.

Capers Café & Catering Company is an EO employer and committed to the principle of equal employment opportunity for all applicants and employees and to providing employees with a work environment free of discrimination and harassment.

Signatures

This job description has been approved by the President of Capers Café & Catering Company.

President: _____

Employee: _____ Date: _____

