



Delivery Driver

SUMMARY:

The primary role of the Delivery Driver is to transport Lamplighter's cans, kegs, and bottles to accounts in the Greater Boston area and surrounding suburbs. As members of Lamplighter's Sales & Distribution program, Delivery Drivers are expected to cultivate positive and professional relationships with accounts while maintaining a clean, comfortable, and organized delivery van. On occasion, the Delivery Driver may be asked to collect payment from select accounts. Delivery Drivers should have a working knowledge of Lamplighter beer, and a suitable understanding of Lamplighter's history, operations, policies, and procedures.

This part- or full-time role is managed by the Director of Production & Facility.

RESPONSIBILITIES:

General

- Acting with professionalism and courtesy at all times, positively representing the Lamplighter brand to accounts across Massachusetts
- Completing additional van-related activities as requested from management, including but not limited to:
 - Assisting in the preparation of auto insurance claims and paperwork
 - Executing van maintenance requests (e.g. detailing, van inspections, etc.)
 - Disputing traffic violation tickets
- Maintaining regular communications with the Director of Production & Facility regarding delivery logistics, timing, troubleshooting, van repairs, etc.

Before Driving

- Assisting warehouse team with loading the delivery van
- Reviewing delivery route and quantities on itinerary, confirming that itinerary totals match inventory loaded on van
- Reporting any maintenance or repairs that require resolution prior to driving
- Communicating any route concerns or questions to the Director of Production & Facility

While Driving

- Driving routes safely and responsibly, adhering to all local, state, and federal traffic laws

- Re-fueling the van as needed, sending all fuel receipts promptly to receipts@lamplighterbrewing.com
- Inspecting truck for damage or issues as needed
- Delivering product to liquors stores and restaurants, which may include traveling up or down stairs and / or carrying kegs or cases into cold rooms or other storage rooms
- Leaving product wherever requested by liquor store / restaurant staff
- Collecting signatures on invoices after delivering product
- Requesting and / or picking up account payments, as instructed by the Director of Production & Facility
- Communicating respectfully with all beer buyers, purveyors, and other account staff
- Collecting empty kegs / empty cans as needed
- If needed, returning to the brewery to restock the van for the remainder of route
- Posting invoices on Ekos Brewmaster after successfully completing deliveries
- Reporting unusual storage conditions or product placement at accounts to Director of Production & Facility (e.g. warm storage temperatures, out of code SKUs, etc.)

After Driving

- Emptying the van of all product, returning pallets, empty kegs, and other products to their appropriate places in the warehouse
- Sweeping the back of the van and disposing of any trash
- Storing signed invoices and account payments in their proper locations in the office
- Parking the van safely and legally
- Completing end of day van checklists
- Sending an end of route recap to Director of Production & Facility, noting any missed stops, delivery or invoice discrepancies, etc.

REQUIREMENTS:

- Clean driving record and up-to-date driver's license (note: a Commercial Driver's License is NOT required)
- Ability to keep the van organized, fueled, and clean
- Positive attitude and excellent communication and customer service skills
- Excellent vision & hand-eye coordination to stay safe while driving
- Familiarity with using navigation systems (e.g. Google Maps, Wayz, etc.)
- Strong time management skills to ensure that deliveries are made on schedule
- Ability to lift 100+ lbs
- Ability to be mobile and on feet for 8+ hour shifts
- At least 21 years old

*No prior experience is necessary for this position

**No formal education is necessary for this position

Job Description Acknowledgement	
<input type="checkbox"/> I have read and understand the essential functions*** and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.	
Employee Signature	Date

*** Essential Function: Basic job duties that an employee must be able to perform, with or without reasonable accommodation.

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.