



Augusta Cooperative Farm Bureau, Inc.

Job Title:	Delivery Driver	Job Status:	Full Time
Department/Group:	Staunton	Reports To:	Store Manager
FLSA Status:	Non-Exempt	Travel Required:	95%
Job Category:		Positions Supervised:	None
Work Schedule:	Monday - Friday 8-5 or 9 to 6 and every other Saturday 7:30 to 5		

Job Summary:

Drive truck or other vehicle over established routes or within an established territory to deliver products, such as feed and farm supplies to customers and transfers among feed mill and retail stores. May also take orders, collect payment, or stock merchandise at point of delivery.

Job Description

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

ESSENTIAL FUNCTIONS

- Collect money from customers and record transactions on customer receipts.
- Drive trucks to deliver such items as feed and farm supplies.
- Record delivery information to customers on weekly delivery log.
- Review lists of customers, delivery schedule, and help load (and unload) trucks as needed.
- Maintain accurate and complete pre-trip inspections per DOT regulations to be turned in monthly.
- Represent Augusta Coop in a professional manner by complying with all safety rules, regulations, and laws, and being courteous to all other drivers and receiving personnel.
- Other duties as assigned.

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Reliability - The trait of being dependable and trustworthy.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

PREFERRED EDUCATION AND OTHER SKILLS

- High School Graduate or General Education Degree (GED):Required
- Valid Virginia driver’s license
- Must be able to speak, read, write, and comprehend English.

ADDITIONAL NOTES

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

Physical Demands:			
This position requires frequent sitting, grasping, and lifting/carrying up to 50 pounds. Occasionally, there will be reaching outward and above the shoulder, climbing, kneeling/squatting, bending, and lifting/carrying up to 100 pounds.			
Work Environment:			
Travel in truck. Stores, outside, farms, etc.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/22/2019		