



Augusta Cooperative Farm Bureau, Inc.

Job Title:	Delivery Manager	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:

Scheduling and executing delivery orders such as feed and farm supplies to customers. Delivery routes to be established for store locations as needed. 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

- Responsible for entering into Merchant all orders received from customers, store managers, and field sales representatives.
- Ensuring product is in stock and sourcing out of stock product from store managers at other locations.
- Contacting customer to confirm order, payment type, and delivery date.
- Pull all orders and load for delivery using delivery docket and signing when complete.
- Responsible for establishing delivery routes for each store location (Staunton, Weyers Cave, and Fairfield Locations) according to need.
- Deliver orders to customers and collect payment (via check) and stack as needed at point of delivery.
- Responsible for store only pick-ups for GVS and Agronomy department.
- Maintenance and upkeep of box truck.
- Represent Augusta Coop in a professional manner by complying with all safety rules, regulations, and laws, and being courteous.
- 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
- Must be able to acquire CDL license if does not already possess one.
- 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: 01/19/2021