



### Position Profile

<b>POSITION TITLE:</b>	Delivery Driver	<b>LOCATION:</b>	Saskatoon - Dudley
<b>DEPARTMENT:</b>	Distribution/Warehouse	<b>STATUS:</b>	Full-time or Part-time
<b>REPORTS TO:</b>	Distribution Manager	<b>LAST MODIFIED:</b>	February 2024

### Position Summary

The Delivery Driver safely and efficiently delivers our products to our customers while maintaining quality, professionalism and a customer focused attitude. This position is also accountable for ensuring vehicles are well maintained, cleaned and inspected.

### Key Accountabilities

#### **Accountability: Driving and Delivering of Products and Performing Pickups (85% of time)**

- Safely drive to customer's location
- Verify all product is on truck and on invoice and that invoice is correct
- Move and place product into customer's premises neatly placed with labels out and heavier items on the bottom and lighter ones on top being sure to keep all of the same items together
- Go over invoice and product with customer to verify both are correct
- Have customer sign if it is a charge account or prepared invoice and give customer top copy of invoice and credit card slip
- Collect payment on a C.O.D. account, mark an invoice type of payment and if by cheque, the cheque number
- Have customer sign and give top copy
- Fill out credit slips for invoice error and if product is being returned and to remove any tubs or totes that belong to us
- Do all the above in a courteous time efficient manner
- Perform pickups of products for Prairie Meats
- Other duties as may be assigned

#### **Accountability: Inspection and Maintenance checks and cleaning of trucks (5% of time)**

- Perform a pre-trip inspection report on trucks
- Maintain all fluid levels
- Remove empty pallets and debris after run and to sweep out liner of truck after each run
- Keep cab clean and use pressure washer to wash boxes and exterior of trucks
- Other duties as may be assigned

#### **Accountability: Assist in Loading and Sorting of Product (5% of time)**

- Help the shippers complete the picking and sending of orders
- Assist in the loading and sorting onto trucks for delivery
- Other duties as may be assigned

**Accountability: Communication** (5% of time)

- Answer incoming calls from sales reps, order clerk or traffic supervisors about concerns or questions or orders or deliveries
- Call in when done runs or ask on any pickups that may need to be done
- Call in with issues on products, invoices, or truck issues that may need answers or assistance
- Other duties as may be assigned

**Skills and Competency Requirements**

- Strong customer focus to provide prompt and effective service to customers
- Organize and prioritize tasks to ensure successful and efficient completion
- Work independently while following instructions and guidelines
- Communicate effectively with staff and customers
- Be an effective team player to achieve set out goals and contribute to a positive workplace
- Follow health and safety rules and practices
- Maintain focus and attention to detail while operating various sizes of motor vehicles

**Knowledge, Experience and Education**

- Grade 12 diploma or equivalent (GED)
- A Class 5 Drivers Licence – will be required to produce a drivers abstract
- 1 to 3 years related customer service or delivery experience is preferred
- Ability to operate various sizes of motor vehicles

**Company Profile**

At Prairie Meats LP, we are an entrepreneurial and progressive Saskatchewan based company that provide high quality retail and food service products. With locations in Prince Albert, Saskatoon and Regina, SK, we pride ourselves in offering challenging and rewarding careers where employees are able to focus on quality, customer service and teamwork.

**Covid-19 Vaccine Policy**

At Prairie Meats LP, we have a strong focus on ensuring employee and customer safety. In order to accomplish this, we have implemented a Covid-19 vaccine policy where all employees have the choice to provide proof of full vaccination or be able to provide the company a negative test each week.

**I acknowledge that I have read and agree to the above job description.**

<b>Department Supervisor or Human Resources</b>	<b>Employee</b>
Name:	Name:
Signature:	Signature:
Date:	Date: