



JOB DESCRIPTION

JOB TITLE: Micro Market Driver

FLSA: Exempt

DISCLAIMER: The following job description is to outline the general nature and degree of work performed by employees within this job classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

PRIMARY PURPOSE: The Micro-Market Route driver serves as a representative of the company and must project a professional and positive image of AmeriTex at all times. The Micro-Market driver must maintain and assist with strengthening/building customer relationships. The Micro-Market driver is responsible for the safe operation and cleanliness of the company's vehicle as to comply with policies/procedures and DOT regulations. The Micro-Market driver is responsible for organizing inventory; loading and delivery of products; and ensuring proper display of product.

MINIMUM SPECIFICATIONS:

Education: High School diploma or equivalent

Experience: Previous experience in vending services/route driver (preferred)

Certification/Licensure: Valid driver's license

Skill/Abilities:

- Must be able to communicate effectively
- Must be able to follow verbal and written directions
- Must have interpersonal skills
- Must be able to read, write and input electronic data
- Must be able to lift, carry, push heavy products

JOB DESCRIPTION:

- Establish contact with site agent, be customer friendly and listen for service concerns
- Document and report any client or customer concern or recommendations to supervisor
- Seek and resolve any client or customer concern/conflict through appropriate personnel as needed
- Maintain inventory par levels and product distribution
- Deliver and display merchandise and sales promotion material to client and customers when approved

- Inform clients and customers of new products or services
- Initiate and complete customer refund process as necessary
- Inspect product dates and remove all outdated products from locations. Return removed items to the warehouse with appropriate documentation
- Perform and ensure product rotation to ensure freshness (first in, first out)
- Fill the market based on planogram, giving thoughtful detail to where each item is placed. If an item is received that is not on the planogram, ensure that it scans properly at checkout and then place it with like items.
- Inspect currency mechanism for cleanliness and proper functioning. Perform minor adjustment as needed and report malfunctions to supervisor
- Refill currency mechanisms as necessary and document the amount on established form
- Ensure proper functioning and use of approved portable electronic device (i.e. handheld) for inventory management
- Collect funds from each location and immediately secure money bag
- Ensure general cleanliness of area and device/equipment is particle and dust free
- Perform simple repairs/adjustment as needed and inform field operation personnel and supervisor
- Inform field operation personnel and supervisor of any repairs or needed repairs
- Submit all revenue to appropriate personnel and reconcile discrepancies with collection agent prior to end of shift
- Perform and use franchise software (i.e. 365) for inventory and product management
- Create electronic inventory pick list, ensure and load product for delivery and reconcile any issues related to inventory management
- Perform routine end of shift cleaning and maintenance of vehicle (i.e full of fuel, up to date oil change, valid inspection and cleanliness)
- Provide and ensure clean vehicle and warehouse work area
- Dispose of debris in appropriate areas, not limited to break down and disposal of boxes
- Complete daily paperwork and ensure input of daily electronic device information upon shift completion
- Respond to office and supervisor calls in a timely manner
- Perform other job related duties as assigned

WORK STYLES:

- Job requires working or acting together as a member of a team for common purpose or benefit
- Job requires having excellent attendance, being reliable, responsible and fulfilling obligations
- Job requires consistency of actions, methods, principles, expectations and outcomes
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations. Any insubordination will be grounds for immediate dismissal
- Job requires being careful about detail and thorough in completing work tasks
- Job requires accepting criticism and dealing calmly and effectively with high stress situations
- Job requires a willingness to personally take on responsibilities and challenges
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job