



JOB DESCRIPTION

JOB TITLE: Route 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 Route Driver serves as a representative of the company and must project a professional and positive image of AmeriTex at all times. The Route Driver is responsible for the safe operation and cleanliness of the company's vehicle as to comply with policies/procedures and DOT regulations. The Route Driver is responsible for organizing inventory; loading and delivery of products; and ensuring client satisfaction.

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 directives
- Must be able to read, write and input electronic data
- Must have interpersonal skills
- Must be able to lift, carry, push heavy products

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- 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
- Initiate and complete customer refund process as necessary
- Stock each vending machine/micro market at each location to established par levels as scheduled

- Inspect product dates and remove all outdated products from machines/locations. Return removed items to the warehouse with proper documentation
- Perform and ensure product rotation to ensure freshness based on FIFO (first in, first out)
- Inspect coin mechanism for cleanliness and proper functioning. Perform minor adjustment as needed and report any malfunctions to supervisor
- Refill coin mechanisms as necessary and document the amount on established form
- Inspect and document meter reading onto established form
- Collect funds from each machine and immediately secure money bag
- Ensure each visited machine is properly cleaned and locked
- Ensure each visited machine's refrigeration unit is particle and dust free
- Inspect and document cold food machine's filter every other visit and service/repair as needed
- Perform simple machine repairs as needed and inform field operation personnel and supervisor
- Inform field operation personnel and supervisor of any repairs or needed repairs
- Ensure each vending machine is "dixing" properly and notify supervisor of any malfunctions
- Document equipment issues/concerns on established reporting form and submit to supervisor upon completion of route/shift
- Submit all revenue to appropriate personnel and reconcile discrepancy with collection agent prior to end of shift
- Prepare and complete restock request form and retrieve warehouse items for product delivery
- Load truck and document selected items for delivery
- Perform routine end of shift cleaning and maintenance of vehicle (i.e filled with 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
- Obey all traffic and parking laws. Must use hands free devices while driving.
- Arrive on time and complete the full route in a timely manner. If the route is not going to be completed, must inform the supervisor.

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 or 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 developing one's own ways of doing things, guiding oneself with little or no direct supervision through the day, and depending on oneself to get things done
- Job requires accepting criticism and dealing calmly and effectively with high stress situations
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks