



Delivery Assistant

Purpose:

Responsible for assisting the Delivery Driver(s) in the delivery, rotation and merchandising of all Capitol Wright Distributing products. If qualified, the Assistant may also be assigned to be the Relief Delivery Driver.

Responsibilities:

- Deliver correct product, in the right amount, to all customers at the scheduled delivery times and days.
- Maintain necessary delivery information and payments on all accounts.
- Support the Sales Department through safe and efficient product placement and display building. Accurately stock and rotate products onto shelves from backroom inventories as required. Communicate all retail opportunities/issues.
- Establish and maintain a professional rapport with retail personnel, based on trustworthiness, respect, communication and a high level of customer service. Perform other duties as assigned.
- Organize, stock and remove any damaged or outdated products (beer and non-alcoholic beverages) in retail accounts.
- If applicable, complete DOT required documentation daily which include: Pre-Trip Inspection & Post Trip Vehicle Inspection to confirm vehicle is in proper working order at the beginning and end of the work shift.
- Counting inventory on truck and unloading empties, breakers and unused/not needed inventory.
- Ensure all bulk deliveries are properly stacked and secured upon delivery.
- Follow all check-in procedures prior to end of shift.
- Adhere to all Federal, State, Company and Departmental policies, procedures and set standards.
- Perform other duties as assigned.

Skills/Qualifications:

- Requirements include: must be at least 18 years of age (if approved by our insurance carrier), but at least 21 years of age to drive
- If applicable, must possess and retain a valid Class A Commercial Driver's License and maintain an acceptable driving record. MVR – In the last 5 years: Texas license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations, and no reckless driving incidents. In the last 3 years: no major driving offenses – i.e. convicted of DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at fault fatal accident.
- Working knowledge of electronic devices such as cell phones and printers.
- Ability to operate and maintain mechanical equipment such as a motorized pallet jack and forklift. Certification required.
- The employee must be able to lift products from 25 lbs. to 50 lbs. on a regular basis and up to 165 lbs. when handling keg products.
- Physical Demands of job include: climbing, pushing, pulling and reaching above shoulders frequently, standing, walking and lifting constantly, and sitting, standing, kneeling and reaching above shoulders occasionally.
- Position must pass a post offer drug test and background check.