



Pepsi-Cola Bottling Co of Central Virginia

Delivery Route Driver

Department: Distribution
Work Schedule: Monday-Saturday
Amount of Travel Required: Daily Route

Job Status: Full Time
Reports to: Route Manager

POSITION SUMMARY

Pepsi-Cola Bottling Company of Central Virginia is seeking a Full Time Delivery Route Driver. The Delivery Route Driver is responsible for delivering, stocking, rotating, and managing all of our products at Customer locations in accordance with established standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

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 Statement(s)

- Delivers, stocks, rotates, and manages all products at customer locations in accordance with established standards.
- Must possess a valid Virginia driver's license. Class A or B CDL required.
- Invoices and collects payment from customers (e.g. check, cash, and money order) and secures payment in safe.
- Obtains necessary signatures, stamps, DEX, etc. for charge customers
- Maintains a good working relationship with: customers; account and territory sales managers at Pepsi; and other internal employees at Pepsi (e.g. warehouse employees, managers and administrative support).
- Communicates with retailers and Pepsi management team on issues regarding pricing, products, programs and problems that arise in the store.
- Adheres to all company policies, standards and procedures (e.g. OSHA, DOT and safety requirements, AIB and Pepsi standards, Federal/State/Local laws).
- Maintains and completes required paperwork (e.g. DOT logs, Missed Time Verification forms, time off requests, mileage logs, sales reports, invoices); maintains confidentiality of product pricing, customer key locations and other sensitive information.
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.
- Trains new employees to perform Delivery Route job duties in accordance with established standards.
- Communicates with supervisors and co-workers about retailer situations in order to maintain established Customer service standards.
- Responsible for the proper accounting of all products, shells and pallets (e.g. shells and pallets accurately accounted for and returned to facility).
- Takes care of breakage or damaged product while maintaining a clean organized backroom.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.

- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working Under Pressure-** Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: High School graduate or General Education Degree (GED): Preferred

Experience: Experience is preferred, but will train the right candidate.

Computer Skills: Minimal skills required.

Certifications & Licenses: Valid Class A or Class B Commercial Driver's License highly preferred, but will train the right applicant. Employee must be insurable to operate a vehicle, as a condition of initial and continued employment.

Other Requirements: Knowledge of: retail sales environment, beverage industry; stocking, rotating and displaying products; product line. Skill in: external Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; read (e.g. diagrams, planograms and maps) and; communicate effectively with Customers and other employees; relate to Customers and develop good working relationships; be trained on a pallet jack, straddle stacker, hand held computer and printer and other mechanical equipment; drive a combination vehicle, accurately count order being delivered and payment received from Customer; lift heavy product repetitively. Other functions, skills and abilities may also apply.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; stand; walk; squat or kneel; bend; manually manipulate; reach outward and above shoulders; and climb. With proper training and equipment the employee must safely and regularly lift/carry or push/pull up to 100 pounds.

Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

Work Environment

Must be able to work in all types of weather conditions and must be able to occasionally work in a loud environment.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EEO Clause: Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.