



**JOB TITLE:** Route Supervisor  
**REPORTS TO:** Sales Manager

**LOCATION:** Warrenton, VA  
**FLSA STATUS:** Non-Exempt

Are you hungry to be a part of the world's most recognized beverage brand? Then now is the time to explore this management opportunity with Pepsi-Cola Bottling Company of Central Virginia, located in Warrenton. As the oldest franchise in the Pepsi brand, we believe that what makes you unique, makes us stronger.

### **JOB SUMMARY:**

Direct, administer and coordinate daily activity of collection routes in a manner consistent with company policy and procedures. Under the direct supervision of the Sales Manager, provide leadership, direction and training to drivers and helpers. Interface with various departments, investigate accidents, monitor performance, solve customer problems, supervise and manage assigned collection routes.

### **PRINCIPAL FUNCTIONAL RESPONSIBILITIES:**

- Supervise, direct, train and coach the drivers and helpers in assigned area/work group
- Monitor day-to-day operations of your assigned Team
- Maintain a safe working environment for your Team by creating and supporting a safety-first culture
- Coordinate activities with customer service and sales to resolve customer complaints and driver service problems in a timely and accurate manner.
- Investigate and assess all vehicle accidents, property damage and worker compensation injuries, complete necessary forms and submit to the Management Team and Safety Manager
- Enforce all company rules and regulations and administer progressive discipline for violations
- Support, explain and interpret company policy, rules and regulations
- Audit and monitor routes to assure service is consistent with company standards and that size and route times remain within budgeted hour parameters.
- Conduct field safety checks, periodic vehicle inspections to ensure cleanliness & working order.
- Coordinate assistance to any driver calling in a breakdown.
- Coordinate any changes in personnel status with all departments required
- Be positive and responsive in all communications concerning our company
- Visit routes and designated sites to ensure all rules and regulations are observed
- Conduct routine observation and coaching on proper pre-and post-trip inspection process to ensure compliance with all company and DOT guidelines
- Perform all other duties as assigned

### **ESSENTIAL QUALIFICATIONS AND SKILLS:**

- Ability to supervise, coordinate and motivate large number of employees.
- Ability to interact with customers in a professional manner.
- Effective communication skills an all levels, verbal as well as written.
- Ability to pass pre-employment physical examination prior to employment.

- Must be at least 21 years of age
- High School Diploma or GED required
- Must possess a valid Virginia driver's license
- Valid Class A or Class B CDL is required as well as a current DOT physical card
- With proper training and equipment, safely and regularly maneuver up to 100 pounds
- Adhere to assigned routes, schedules, safety procedures, and transportation laws

**Family owned and operated since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.**