



## Route Driver

At Latina Boulevard Foods INTEGRITY is the foundation of our business, with EXCELLENT SERVICE and CONSISTANT QUALITY as our cornerstones. We strive to satisfy EVERY customer's needs. People are our most important resource. We treat our customers, associates, suppliers and competitors with FAIRNESS & DIGNITY. Our associates strive for EXCELLENCE every day. Our company atmosphere is supportive, friendly, goal-orientated and demanding. Our facilities and equipment will be safe, clean and maintained to best serve our customers and associates.

### OVERVIEW

**SHIFT:** Start time: Assigned by supervisor - please arrive several minutes early to prepare for shift

**ENVIRONMENT:** Tolerate temperatures ranging from -5 degrees to over 100 degrees

**PHYSICAL:** Frequently lift/carry up to 80lbs throughout shift

**EQUIPMENT:** Safe Driving LBF Delivery Vehicles

**PERFORMANCE:** Delivering LBF product to our valuable customers in a timely/professional manor

### JOB DUTIES

- Safe operation of LBF delivery vehicles
- Comply with all D.O.T. requirements up to and including HOS / pre & post trips
- Proper use of vehicle log in unit
- Safe operation of Material Handling Equipment (Certified)
- Follow cash handling & transportation procedures at all times
- Lock truck doors **ALL TIMES**
- Secure vehicle and contents at all times
- Daily cash/check balancing with accounting
- Report and follow proper procedures involving accidents and/or incidents
- CDL License and medical certification must be kept in good standing
- Maintain customer delivery accuracy
- Practice excellent customer service
- Product descriptions and quantities must be matched to invoices
- All Short/Over & Damaged items must be addresses at Time of Delivery
- ALL Mispicks, Not on Truck, damages and Refusals must be called in
- Adjust invoices w/ discrepancies for COD customers - Customer MUST pay. (Call accounting w/ Questions)
- Pick up backhauls when requested
- RETURNS – Must fill out "Adjustment Request Receipt" for any returned product – Must Circle Reason Code and product MUST be brought back to LBF distribution center
- Avoid Cross Contamination – All Fresh Poultry, Fresh Protein, Eggs, Chemicals must remain on 1<sup>st</sup> level of pallets
- Upon return to LBF DC – back vehicle to dock and follow DRIVER CHECK IN PROCEDURE/CASH-IN PROCESS
- ALL DRIVERS MUST BE CHECKED IN BY SUPERVISOR
- Always maintain cleanliness of tractor/cab and keep trailer/box swept at all times
- Remove pallets from trailer/box & place in designated area
- Check with supervisor prior to punching out
- Act in a professional manor at all times

All Latina Associates are cross-functional and will be required to cover team members' hours when needed. A manager or supervisor must be onsite at distribution center at all times. Excellent communication with co-workers and subordinates is required.