



GG Distributing, LLC

Wholesale Beverage Distributor

DELIVERY ASSISTANT

JOB PURPOSE

Assist the delivery driver in delivering product to licensed retail accounts.

JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS

- Ride along with senior delivery personnel in order to learn routes and delivery procedures.
- Driving trucks to cover any needed route to deliver beer and other beverages.
- Assisting with unloading and stocking beer in stores and other retail establishments.
- Rotate product during deliveries to ensure all product is in code and fresh.
- Fills racks and prices when delivering to certain off-premise accounts.
- Learns how to review truckload sheet in order to ensure no loading errors have occurred.
- Assists with collecting and preparing invoices for daily orders to be delivered.
- Assists with collecting money from customers, making change, and recording transactions on customer receipt.
- Obtains customer signature on receipt for deliveries.
- If directed, checks in any money collected during deliveries at the end of the day.
- Collects damaged or out-of-date product from accounts in order to return to warehouse for credit.
- Helps with checking in truck at the end of the day ensuring the inside of truck is clean.
- Manages difficult or emotional customer situations; responds promptly to customer needs; meets commitments.
- Remains open to others' ideas and tries new things.
- Speaks clearly; responds well to questions; contributes and participates in meetings.
- Balances team and individual responsibilities; welcomes feedback; contributes to building a positive team spirit.
- Exhibits confidence in self and others
- Demonstrates knowledge of market and competition.
- Conserves organizational resources.
- Treats people with respect, keep commitments and works with integrity and ethically.
- Follows policies and procedures and completes administrative tasks correctly and on time.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments in a timely manner.
- Demonstrates accuracy and thoroughness and completes work in timely manner.
- Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; arrives at meetings and appointments on time.
- Follows instructions and responds to management direction; keeps commitments; commits to long hours of work when necessary to reach goals.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.



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DELIVERY ASSISTANT, 2 OF 2

- Ability to compute rate, ratio, and percent and retailer gross profit and margin.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Valid TABC license, current state driver's license (or COL if required) and able to meet company auto insurance requirements
- While performing the duties of this job, the employee is required to regularly lift and/ or move up to 45-pound cases and 170-pound kegs.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.