

SCHEDULE 1 – JOB DESCRIPTION

<b>1. Scope of the Job</b>		
Job Purpose:	<b>Operate a delivery vehicle to deliver beer and other goods to customers as required. The Delivery Driver will perform manual lifting and driving responsibilities. The Delivery Driver works as part of the team in providing delivery of our products and collection of our equipment to and from our customers.</b>	
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Safely drives dray vehicle to destinations as required.</li> <li>• Keep truck clean inside and out.</li> <li>• Provide excellent customer service to all accounts.</li> <li>• Inspects truck for defects before and after trips and reports any discrepancies indicating truck condition to supervisor and fleet coordinator.</li> <li>• Verify all delivery counts when delivering goods to customer.</li> <li>• Store and rotate stock in cellar / storage as required / requested.</li> <li>• Maintain delivery notes and all invoices including name, signature and time.</li> <li>• Responsible for handling cash payments and other payments.</li> <li>• Submitting to Accounts Receivable all collected monies for processing.</li> <li>• Safely collect any product returns and provide to Brewery team for analysis and credit.</li> <li>• Collection of empties from customers complete with journey label for identification.</li> <li>• Return and careful stacking of empties to brewery to be cleaned.</li> <li>• Maintain adherence to all Company policies and procedures.</li> </ul>	
Other Responsibilities:	<ul style="list-style-type: none"> <li>• Assist other employees as necessary.</li> <li>• Help out on brewery tour evenings and brewery shop as required.</li> <li>• Willingness to work flexible schedules as required.</li> <li>• Other duties as assigned by the management team of WBB.</li> <li>• Thorough knowledge of traffic laws.</li> <li>• Must have a valid unexpired driver's license with no more than 6 points on license.</li> <li>• Ability to read maps/directions and operate GPS units.</li> </ul>	
Budget Responsibilities:	<ul style="list-style-type: none"> <li>• None</li> </ul>	
No. of direct reports:	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>2. Business Context</b>		
Reports to:	<b>Operations Manager</b>	
Key Contacts:	Internal:	<ul style="list-style-type: none"> <li>• Warehouse</li> <li>• Dray Team</li> <li>• Brewery Team</li> <li>• Sales</li> </ul>
	External:	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Suppliers</li> </ul>

### **3. Measures of Success**

- **100% completion of all deliveries.**
- **Accurate completion of all paperwork.**
- **Collection of payments.**
- **Maintenance and cleanliness of company vehicles.**
- **No driving offences while in possession of company vehicle.**
- **No product breakages in loading, transit or unloading of goods.**