

## Catering Delivery Driver

### **Summary of Position:**

The Catering Delivery Driver plays a crucial role in ensuring the safe and efficient transportation and delivery of customer catering orders. This position requires professionalism, a customer-focused approach, adherence to food safety standards, and responsible driving practices. The Catering Delivery Driver serves as a brand ambassador, representing the company positively in all interactions.

### **Duties & Responsibilities:**

The Catering Delivery Driver is responsible for the following tasks and more, as necessary:

- Adhere to assigned schedule and deliver orders safely and promptly.
- Verify all items are loaded for complete delivery, ensuring accuracy.
- Report any vehicle safety issues and concerns regarding temperature holding.
- Conduct a comprehensive inspection of the delivery vehicle to ensure proper working order.
- Observe all applicable traffic laws while driving the catering delivery vehicle.
- Maintain cleanliness and sanitation of equipment.
- Ensure the catering delivery vehicle is adequately stocked with supplies.
- Provide friendly and hospitable service to guests.
- Unload and arrange food/drinks in an appealing manner according to guidelines.
- Strategically load and deliver orders for maximum efficiency and timeliness.
- Maintain a clean and sanitary work area, adhering to city health codes.
- Assist in preparing catering orders as per the Catering Guide.
- Familiarize and comply with all company policies and procedures.
- Demonstrate a friendly and polite demeanor.
- Fulfill any other responsibilities assigned by supervisors.

### **Qualifications:**

To succeed in this role, you should possess the following qualifications:

- Excellent customer service skills.
- Must have reliable personal transportation.
- Valid driver's license (must be carried at all times).
- Safe driving record, with a minimum of two years of driving experience preferred.
- No more than 1 moving violation within the past 12 months.
- Ability to drive a van.
- Ability to use personal vehicle for deliveries when required.
- Knowledge of the local area (Austin metro area desired).
- Proficiency in reading, writing, speaking, and understanding English.
- Willingness to work a flexible schedule.
- Must be at least 18 years of age.
- Ability to perform physical tasks, such as reaching, bending, stooping, and frequently lifting up to 50 pounds.
- Ability to work in a standing position for extended periods of time.

*Note: This job description is intended to convey essential information about the general nature and level of work performed. It is not exhaustive and may be subject to change or modification at any time.*