



Job Scope

Delivery Driver

Reports To: General Manager

Revised: 5/24/22

The Delivery Driver is the face of Fresh City Kitchen to our clients. For many of our clients the Delivery Driver is the only physical interaction that they have with our company and because of that this position is critical to our success. This position is responsible for delivering and setting up clients' order on time and accurately to all over the greater Boston area in a professional and hospitable manner. The driver is also responsible for passing on any sales leads that they observe, maintaining clean vehicles, and stocking supplies.

Major Responsibilities

- Working with operations staff to double check and pack orders into delivery vehicles
- Working at an efficient pace
- Following delivery schedule so that orders are delivered in the appropriate order
- Following the Fresh City Kitchen Sequence of Service
- Communicating with Customer Service any issues with deliveries
- Projecting a positive hospitality driven attitude
- Showing respect for all employees

Qualifications

REQUIRED SKILLS & EXPERIENCE

- Valid Massachusetts Driver's license
- Clean driving record
- Knowledge of delivery area
- Fluent in English
- Able to read

HIRING PROFILE

- Attention to detail
- Ability to use map applications
- Customer Service Orientation
- Ability to work in a rapid paced environment