

Job Title: **Delivery Driver**

Job Description: The Delivery Driver is responsible for ensuring that Red Cedar Coffee Co. products are delivered punctually, carefully, and professionally to Red Cedar Coffee wholesale customers. The driver is the frequent point of contact with Red Cedar Coffee customers and therefore is a representative for Red Cedar Coffee with good customer service skills.

Hours: The Delivery Driver position is a year-round part-time position (approximately 20-30 hours a week, between the hours of Wednesday-Friday 8am-4pm).

Critical Tasks & Responsibilities

- Delivery of product in a timely, safe, and quality manner with invoices or other necessary documentation.
- Provide friendly and respectful customer service to co-workers, vendors, and customers.
- Collect payments for COD accounts, signed invoices and other documentation as applicable.
- Shelf inventory at cafes and customers, as requested.
- Return empty totes to Red Cedar Coffee Co., as needed.
- Maintain vehicle including cleaning, fueling, fluid level checks and notification of oil changes.
- Maintain a safe and consistent driving record to ensure quality customer service and transportation of product.
- Pickup product as scheduled or requested.

Required Competencies and Qualifications

- Clean driving record and valid Ohio driver's license (background check on driver's license).
- Ability to read maps, follow directions and operate the vehicle safely.
- Prior work experience required.
- Great problem-solving skills.
- Ability to remain productive and on task while working alone.
- Must be punctual and reliable.

Other Requests:

- Must be able to lift 50 lbs. and sit for long periods of time.
- Respect the privacy of information regarded as sensitive and proprietary to Red Cedar Coffee Co.
- Respect the privacy of our wholesale accounts and follow their delivery protocols.
- Understand that this is a growing company and help enhance a company culture of professionalism, positivity, and teamwork.
- Excellent interpersonal relations skills.
- Representative brand ambassador when working with vendors and customers.
- Be flexible and be a team-player.

How to Apply:

Send your resume to jobs@redcedarcoffee.com or complete an [application](#).

Applications are available at 1185 W Bagley Road, Berea.