



## Job Description

**JOB TITLE:** Delivery Driver / Warehouse Assistant  
**REPORTS TO:** Director of Production Systems, Quality & Workforce Integration  
**HOURS/STATUS:** Full Time / Non-Exempt  
**PAY RANGE:** \$23 - \$27 per hour

### Job Summary

We are seeking a reliable and safety-conscious Delivery Driver / Warehouse Assistant to join our team. This dual role position supports both customer deliveries and warehouse/dock operations. Responsibilities include delivering and merchandising fresh bakery products across regional routes (Rochester, Syracuse, Buffalo) while also assisting with shipping, receiving, and warehouse organization. The ideal candidate is customer-focused, organized, and comfortable working in a fast-paced, physically active environment.

Drivers operate box trucks and bread vans (no CDL required). Schedules may include early start times (4:00–6:00 AM) and extended shifts, particularly during peak seasons.

### Delivery & Merchandising Duties

- Delivers bakery products to grocery stores and other customer locations safely and on time.
- Stocks and merchandises fresh bread and bakery items within retail locations.
- Serves as a professional and courteous representative of Special Touch Bakery in all customer interactions.
- Obtains invoices, load prepared orders, and ensure delivery accuracy.
- Collects payments or obtain signed invoices as required.
- Submits receipts and collected funds to the business office at the end of each delivery day.
- Communicates regularly with Warehouse, Bakery, and Procurement staff regarding delivery schedules and needs.
- Reports any delivery, product, or account discrepancies promptly.
- Maintains proper vehicle use, including inspections, cleanliness, and adherence to sign-out procedures.
- Follows all delivery routes and schedules, adjusting as needed for business demands.
- Accommodates extended hours and increased delivery volume during peak periods (e.g., holidays).

### Warehouse & Dock Support

- Assists with loading and unloading delivery trucks and incoming shipments.
- Stages orders and materials for efficient delivery and warehouse flow.
- Supports warehouse organization and inventory management efforts.
- Assists with FIFO (first-in, first-out) coordination for raw materials and finished goods.
- Maintains cleanliness and safety standards throughout the dock and warehouse areas.
- Follows all safety procedures when handling materials and operating equipment.



**Qualifications:**

- High school diploma or equivalent required.
- Valid driver's license with a clean driving record.
- Previous delivery, warehouse, or grocery/merchandising experience preferred.
- Ability to lift, push, and pull up to 50 lbs regularly.
- Ability to kneel, bend, and perform physical tasks associated with stocking and loading.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work both independently and as part of a team.
- Punctual, dependable, and strong work ethic.

**Work Environment**

- Regular driving in varied weather conditions.
- Physical labor including loading/unloading trucks and stocking products.
- Early morning start times with potential for extended shifts.
- Occasional extended hours during peak production/delivery periods.

**EQUAL OPPORTUNITY EMPLOYER**

Special Touch Bakery and Holy Childhood, Inc., do not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

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Employee Signature

Date