

**GOLDEN BOY PIES, INC. — JOB DESCRIPTION FOR
Regular Route Driver**

DUTIES

- Deliver ordered products accurately and timely
- Complete related paperwork accurately and legibly
- Collect correct payments and deposit correct amounts timely to company-designated account
- Maintain good business relations with all customers
- Assist customers in getting the best value from Golden Boy Pies products
- Drive defensively, obeying traffic laws, avoiding accidents, and protecting products and equipment
- Maintain confidentiality of company customer lists and other confidential information
- Maintain sanitary work conditions at all times and clean up work area thoroughly at end of day's work
- Complete all assigned work before leaving for the day
- Keep management promptly apprised of any problems
 - Assist in resolving them before they affect our customers' orders
- Follow Good Manufacturing Practices in all work
- Remain Drug-Free

EMPLOYMENT REQUIREMENTS

- **Scheduling Requirements**
 - Available to work Monday through Friday, 52 weeks per year
 - Available to drive an unscheduled route when given at least 24 hours notice
- **Physical Capabilities**
 - Able to perform repeated bending and lifting
 - Able to lift and carry loaded pie carriers weighing approximately 75 lbs., repeatedly throughout day
 - Able to tolerate prolonged sitting while driving
 - Able to tolerate work in non-air conditioned truck, repeatedly going into and out of refrigerated areas, in both hot and cold weather
 - Alert to surroundings and able to respond quickly and appropriately
 - Able to get a good "night's" sleep immediately prior to reporting for work
 - Able to arrive promptly at work at the scheduled time, whether middle of night or early morning
 - No use of illegal drugs; no inappropriate use of alcohol or legal drugs
 - Pre-employment Drug Screen must be negative for tested drugs
- **General Skills**
 - Competent in basic math – addition, subtraction, multiplication (to calculate invoice adjustments)
 - Able to understand and act on both written and spoken English instructions
 - Able to write legibly
 - Clear comprehension and consistent practice of personal hygiene
 - Sanitary work habits
 - Able to maintain friendly, professional attitude, even under pressure
- **Technical Skills**
 - Clean Driving Record prior to and during employment (see page 2 under "*Mandatory Driver Skills*")
 - Able to read a map, locate an address on it, and get to that location
 - Knowledge of traffic laws and safe driving practices
 - Defensive Driving skills
 - Basic automotive maintenance skills (checking oil, tire pressure, etc.)
- **Other Helpful Technical Skills**
 - Commercial Delivery or Over-the-Road driving experience
 - Operation of cargo refrigeration unit
 - Professional experience with maintenance of refrigeration or air conditioning units

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******* YOUR MVR WILL BE CHECKED! *******

Providing incomplete or inaccurate information about your driving record on your application will result in refusal of employment, or, if already hired, immediate termination of employment.

• **Mandatory Driver Skills:**

- Driver's License must be from the state in which you reside (within 7 days from date of hire)
- If Missouri License, must be Chauffeur's License (Class E) or higher (within 7 days from date of hire)
- **Clean Driving Record IS REQUIRED!** This means:
 - No DUI within the last 10 (ten) years
 - No ticketed accidents within the last 3 years
 - No more than 2 tickets within the last 3 years
 - No more than 1 ticket within the last 3 years, if there was an unticketed accident in that time.
 - No illegal vehicle operation (such as driving on a suspended license) within the last 3 years
 - No tickets within the last 3 years, if there was any illegal vehicle operation more than 3 but less than 6 years ago

SPECIFIC SKILLS TO BE DEVELOPED AFTER HIRING

- **Knowledge and application of Good Manufacturing Practices as they apply to Delivery Procedures**
 - Procedures required to maintain wholesome products
 - Understanding of company refrigeration requirements and the reasons they are required
 - Documentation required
- **Identification and handling of Golden Boy Pies Products**
- **Route Territory**
- **Route Delivery Procedures**
 - Delivery Paperwork (Invoices, Expenses, Bank Deposits)
 - Customer-specific Procedures
- **Delivery Vehicle Operation**
 - Operation of specific Trucks
 - Cargo Refrigeration Operation

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Applicant Name _____ SSN _____

I hereby certify that I have read and understand both pages of this Job Description. The duties as outlined are within my capability. I accept the requirements as outlined. I understand that this Job Description is a summary only, and that it is subject to change without notice, at management discretion.

Date ____ / ____ / ____ Applicant Signature _____

Witness Signature _____