



## **JOB DESCRIPTION**

**Position Title:** Route Supervisor  
**Department:** Sales  
**Supervisor:** Branch Manager  
**Supervises:** Drivers and/or Merchandisers  
**FLSA Status:** Exempt

**SUMMARY OF DUTIES:** Directs the daily activities of drivers and/or merchandisers to assure product is delivered.

### **DUTIES AND RESPONSIBILITIES**

1. Provides training to drivers and/or merchandisers on the merchandising standards on an ongoing basis (requires on the job training with drivers while deliveries are made).
2. Trains drivers and/or merchandisers on company policies and procedures.
3. Oversees and maintains accuracy and compliance with all required paperwork and execution of detail. Includes, but not limited to: invoicing, load sheets, check out procedure, and check in procedure and vehicle maintenance.
4. Loads and unloads product and empty containers, merchandises product; accounts for all product delivered/returned and money collected, completes paperwork as required.
5. Facilitates communications for truck and equipment repairs with vehicle maintenance personnel.
6. Interviews and hires employees.
7. Assists management in performing annual performance reviews with drivers and/or merchandisers.
8. Recommends pay changes based on performance.
9. Coordinates work hours including scheduling, approving time off requests, tracking absences, timekeeping and managing driver overtime expenses.
10. Assists as needed with beverage section and cooler resets.
11. Maintains warehouse and safety cleanliness throughout the facility.
12. Maintains compliance with DOT and OSHA regulations.
13. Learns all routes in branch and has the ability to run routes as needed.
14. Fosters a cooperative and harmonious working climate that maximizes employee morale and productivity.
15. Manages the Branch Warehouse Budget.
16. Completes a Driver Daily Pride-List and a Trailer Inspection Pride List.
17. Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE**

- High school diploma or equivalent required.
- Previous experience with commercial driving required.
- Previous experience with supervision helpful.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Requires a valid Commercial Driver's License or must obtain one within 90 days of hire.
- Satisfactory completion of Motor Vehicle Check required according to the Vehicle Safety Policy.
- Requires satisfactory completion of DOT medical evaluations and drug tests.
- Must have a thorough knowledge of traffic laws and defensive driving.
- Requires written and organization skills to complete paperwork. in a decipherable manner.
- Requires strong communication skills.
- Requires basic math skills for invoicing.
- Basic technology knowledge for handhelds.
- Requires forklift certification (Company will provide).

## **WORKING AND ENVIRONMENTAL CONDITIONS**

- Occasionally exposed to extreme cold when handling product in customer coolers.
- Exposed to vibration when driving in vehicle.
- Exposed to outside weather conditions when going in and out of customer locations.
- Requires local travel in all weather conditions.
- Requires ability to work extended hours (10+) or until all necessary work is complete within DOT guidelines. May be required to work weekends.

## **PHYSICAL REQUIREMENTS**

### Lifting:

Ground to Waist Lift (Frequently) up to 40# (cans, 20 oz, 2 liters)

Ground to Waist Lift (Rarely to Occasionally) up to 55# (5 gallon bibs, pre-mix tanks, co2 tanks)

Ground to 60" (Frequently) up to 40# (cans, 20 oz, 2 liters)

Ground to 60" (Rarely to Occasionally) up to 55# (5 gallon bibs, pre-mix tanks, co2 tanks)

Ground to 23" (Rarely on routes with kegs) up to 160#

### Carrying:

Front Carry (Frequently to Rarely) 25 foot carry up to 55# (cans, 20 oz, 2 liters, 5 gallon bibs, pre-mix tanks, co2 tanks )

### Pushing/Pulling:

Dynamic Pushing and Pulling (Occasionally to Frequently) 2- wheel cart loaded with up to 200# (10 cases cans, kegs) for up to 500 feet

Dynamic Pushing and Pulling (Occasionally to Frequently) sliding product at variable heights (from floor to 60" level) from storage in truck/warehouse and while merchandising (up to 30#)  
Dynamic Pushing/Pulling (Rarely to Occasionally on routes with beer kegs) 2-wheel cart loaded with 165# up/down stairs  
Dynamic Pulling (Rarely to Occasionally) reaching to 80" height pulling truck door down with 30# force

Ambulatory Activity:

Standing/Walking (Frequently to Continuously) standing on variable surfaces throughout entire shift

Climbing (Occasionally to Frequently) step up/down from 15-19" platform/step heights

Stairs (Occasionally) up/down multiple flights of stairs with and without product on 2-wheel cart (up to 165#)

Repetitive use of hand/grasping: (Frequently to Continuously) light to forceful manipulating/grasping of product, carts, doors

Reaching: (Frequently) up to 32 inches in front of body at floor to 60" heights while reaching for product.

Squatting/Stooping/Kneeling: (Frequently) to as low as ground level while picking/stocking product.

Sitting: (Occasionally to Frequently) seated at desk and in truck for variable durations between route stops

The above statements are intended to describe the general nature of work performed by employees assigned to this position. They are not intended to be a complete list of all job duties performed by persons in the position. Management reserves the right to revise or amend duties at any time as the needs of the company and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This will acknowledge that I have read and understand the requirements and duties of the job. I further acknowledge that I can perform the essential duties listed and that I possess the knowledge, ability, skills, education, experience and other requirements as stated above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature