



Job Title: Delivery Supervisor
Department: Delivery
Status: Full Time / Exempt
Reports To: Delivery Manager

Essential Functions:

- **Management Functions:**
 - Work with Human Resources to recruit, interview and hire Delivery Drivers
 - Promote the Brand Promise within the department
 - Maintain, approve and monitor timecards and PTO requests
 - Regularly manage employee issues and concerns as they arise
 - Assist with uniform management
- **Delivery Functions:**
 - Delivery Route: Deliver orders each day on a regular or backup route. All packages must be delivered by the end of the day.
 - Route Documentation: Same Day – Obtain signatures/names on the manifests for proof of delivery. When this is not possible, note on the manifest where the package was delivered. Must also fill out route form for number of stops, etc.
 - Develop, manage and optimize delivery routes to minimize expenses while achieving maximum route effectiveness/efficiency and customer satisfaction
 - Secure and maintain the entire fleet of trucks
 - Ensure proper insurance is documented for all trucks
 - Ensure that the warehouses are clean, organized and presentable
 - Minor maintenance on forklift
 - Coordinate freight deliveries/shipments
 - File proper paperwork
 - Monitor overtime hours of drivers
 - Ensure that all material handling equipment is safe, operational and accessible
- **Safety Functions:**
 - Hold each driver responsible for daily safety check on their truck
 - Ensure the warehouse is up to all OSHA standards and regulations
 - Conduct regular, thorough safety training
 - Ensure that insurance is up to date on all vehicles in the fleet
- **Team Work:**
 - Openly exchange ideas and opinions with co-workers and ask for help when needed.
 - Prioritize work load.
 - Maintain a good attitude and positive communication
 - Communication: must follow up on issues/problems as quickly as possible. Keep the sales reps and supervisor informed of any issues. Work closely with manager on setting up and achieving quarterly goals.
 - Assist sales reps with questions and requests



Minimum Qualifications:

- High School education or the equivalent.
- 5+ years of driving experience
- PC literate.
- Familiar with Excel.
- Works well under pressure and achieves deadlines.
- Ability to work with detailed information accurately.
- Ability to communicate both written and orally.

Equal Employment Opportunity

12/2016

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