



## Job Description

### **Position:** Delivery Driver

- Must be able to navigate using multiple forms of directions such as GPS, written and maps
- Assist service staff and coordinators on event set up
- Drop off and set up catering orders. Catering orders will vary in size and set up.
- Know how to read packing/production sheets
- Have knowledge of menu
- Have knowledge on disposables
- Knows where to find equipment
- Can properly and safely handle client invoices and payments
- Drive a different range of vehicle types
- Communicate any problems to management
- Communicate with client professionally
- Can lift loads 50 lbs or heavier

### **Hourly Pay**

- \$10.50 with occasional tips from clients

Please note that this is a tentative job description and is subject to change at any time.

Employee Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_