



Delivery Driver and Warehouse Assistant Job Description

Do you want to be part of the Local Food System? Do you want to be part of a company where you can move up and grow with the company?

LoCo Food Distribution delivers locally grown and locally processed foods to grocery stores, coffee shops, hotels, hospitals and more along the Front Range. Our team works hard to make the connections between producers and wholesale purchasers, and To Bring Local Food To The Mainstream Marketplace!

The Delivery Driver will drive our small 16' box trucks to make deliveries and pickup orders between Cheyenne, Wyoming and Colorado Springs. The warehouse is in Fort Collins, so each day will begin and end in Fort Collins. The Warehouse Assistant portion of the job is picking orders for the following day's deliveries, putting away incoming deliveries and keeping the warehouse tidy.

DRIVING RESPONSIBILITIES INCLUDE:

- Knowing the producers, brands, and products in the LoCo Foods Catalog.
- Conduct on-time and accurate deliveries.
- Engage in face-to-face customer service at all pickups and deliveries as the 'Face of LoCo Foods'.
- Maintain clear, consistent, and timely communication with the Director of Logistics.
- Maintain personal accountability for personal mistakes and address any mis-deliveries.
- Accurately complete paperwork and submit to office after each delivery shift.

- Maintain cleanliness of equipment and delivery vehicle
- Other Duties as assigned.

WAREHOUSE ASSISTANT RESPONSIBILITIES INCLUDE:

- Stage products for delivery routes.
- Rotate received product into warehouse FIFO
- Know and follow food safety regulations.
- Ensure that the warehouse is clean, clear, and sanitary.
- Other duties as assigned.

QUALIFICATIONS INCLUDE:

- Clean, valid driver's license.
- Excellent interpersonal skills, both verbal and written.
- Physical strength and stamina to move, lift, carry 50lbs of product throughout the workday and week.
- Exceptional attention to detail.
- Spatial intelligence, aptitude for product placement in warehouse, refrigerator, and freezer.
- Organized with the ability to prioritize.
- Enjoy interacting with a wide range of personalities among vendors, customers, and staff.
- Able to accommodate irregular shifts. Early and/or late, weekends, changes with seasons and company growth.
- Highly effective time management skills.
- General understanding of and enthusiasm for the local food movement.

As a company, LoCo Food Distribution is growing and needs people who are ready to jump in with both feet and help in various capacities within the company in addition to their regular sales duties. Must have great interpersonal skills, valid driver's license, and be a quick learner. Cell phone provided for driving shifts. Candidates with driving and/or warehouse experience are preferred.

Full Time Positions Available. Starting at \$17/hour. Email resume with salary history to info@LoCoFoodDistribution.com. Please no calls.