JOB DESCRIPTION

Position Title: First Choice Route Supervisor

Department: First Choice

Supervisor: First Choice Branch/Sales Manager

Supervises: First Choice Drivers

FLSA Status: Exempt

SUMMARY OF DUTIES

The primary responsibility of this position is to supervise the First Choice Route personnel in providing direction, guidance, counseling, and monitoring performance. This position must maintain consistent operating procedures to insure quality and effective customer service.

DUTIES AND RESPONSIBILITIES

1. Supervises First Choice route personnel; providing direction, guidance, counseling, and monitoring performance.
2. Maintains consistent operating procedures to insure quality and effective customer service.
3. Maintains inventory control; including ordering, checking in deliveries, checking out and in trucks, taking inventory and accounting for any shortages. (In St Cloud this is the responsibility of the warehouse manager).
4. Maintains spoilage control through ordering, merchandising and monitoring drivers and accounts.
5. Monitors machine shortages.
6. Assists in hiring and training FC route personnel.
7. Rides routes a minimum of three days per week.
9. Runs relief FC routes.
10. Assists Cold Drink Rep(s)/Managers on account follow-up issues.
11. Ensures planograms and brand order is followed.
12. Manages routes for efficiency.
13. Inspects and schedules company vehicles for maintenance or service related needs.
14. Oversees Streamware for branch and make sure all procedures are being followed.
15. Oversees follow-up on any Streamware Dex issues.
16. Assists in any manner possible to insure First Choice Food & Beverage Solutions’ customers are given the best service possible.
17. Participates in the development of department goals and objectives.
18. Supervises direct reports including hiring, coaching, terminating, performance feedback, training, work allocation, and problem resolution.
19. Ensures that company management principles, policies and programs are consistently practiced and enforced.
20. Facilitates teamwork with all staff members to drive compliance and better utilization/control.
21. Recommends salary adjustments based on individual performance.
22. Trains employees on how to operate machines safely and efficiently. Identifies training needs and delivers training.
23. Promotes and enforces a safe working environment in compliance with OSHA and company policies and procedures with efforts to reduce work-related injuries.
24. Fosters a cooperative and harmonious working climate that maximizes employee morale and productivity.
25. Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

- High School education or equivalent required.
- Beverage and vending experience helpful.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Requires basic math skills for counting inventory.
- Requires eye and hand coordination to fill machines.
- Requires strong communication skills.
- Requires a valid Class C driver’s license with satisfactory completion of a Motor Vehicle Check according to the Vehicle Safety Policy.
- Requires writing and organization skills to complete paperwork.
- Must have a thorough knowledge of traffic laws and defensive driving.
- Knowledge of principals, methods that pertain to the management of the route vehicles and driving practices.

WORKING AND ENVIRONMENTAL CONDITIONS

- May be exposed to moderate noise at customer locations.
- Exposed to outside weather conditions when going in and out of customer locations.
- Exposed to truck movement while driving.
- Exposed to hazards or physical risks, which require following basic safety precautions.

PHYSICAL REQUIREMENTS

Vision:
Peripheral Vision-ability to observe an area that can be seen up and down or the left and right while eyes are fixed on a given point.
Depth Perception – Three-dimensional vision, ability to judge distances and spatial relationships.

Lifting:
Ground to Waist Lift (Frequently) Up to 80# (handling 2 cases at a time to maintain production rate)
Ground to 60” (Frequently) up to 40# (cans, 20 oz)
Ground to 60” (Rarely) up to 55# (5 gallon bibs, pre-mix tanks, co2 tanks)
Carrying:
Front Carry (Frequently) up to 100 foot carry up to 80# (two cases of cans, 20 oz)

Pushing/Pulling:
Static Pushing and Pulling (Frequently) 100# force required to initiate pallet movement with pallet jack
Dynamic Pushing and Pulling (Frequently) 60# dynamic push/pull for variable distances up to 250 ft
Dynamic Pulling (Occasionally) pulling shrink wrap with variable force (20-40#) for up to 120 feet from pallet to 60” heights

Ambulatory Activity:
Standing/Walking (Frequently to Continuously) standing/walking on variable surfaces throughout entire shift in the warehouse
Climbing (Occasionally to Frequently) Step up/down from 12-40” heights to reach products at variable heights in warehouse (mainly in beer room)

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

Repetitive forward bending stand: (Frequently) Up to 32 inches in front of body at floor to 60” heights while reaching for product.

Forward bending standing: (Occasionally to frequently) Reaching for and organizing products, wrapping pallets with shrink wrap

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

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