

## POSITION DESCRIPTION: DELIVERY DRIVER

NON-EXEMPT

REPORTS TO: Restaurant Manager, Assistant Restaurant Manager, PIC

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:**

- Provides customer service at kitchen and beverage counters by presenting and explaining menus, advising as to price and taking food/beverage orders via a computerized order system or manually when/if necessary.
- Prepares raw pizza materials such as dough, dough rounds, cheese, toppings and sauce for later use in pizza preparation.
- Operates machinery, when trained and authorized, such as dough rollers and mixers in the product preparation process.
- Prepares pizzas by placing appropriate sauces and toppings on pizza rounds and placing pizzas in oven to cook.
- Prepares beverages for customer consumption.
- Slices and delivers pizzas to customers.
- Cleans parlor and parlor equipment including kitchen, beverage bar, dining room, restrooms and exterior areas of the parlor. Report any equipment deficiencies to the proper maintenance authority.
- Answers telephone taking orders and messages.
- Computes sales amounts due, collects payment and makes change.
- Stocks, counts and moves supplies.
- Must maintain a valid Food Handler Certificate per California State guidelines.
- Must be able to lift and carry up to 50 lbs.
- Cleans cooking utensils, pizza trays, beverage containers and other food preparation or service items.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Must have the ability to read and comprehend simple instructions, short correspondence and present information to customers, vendors, and other employees of the organization.

**Mathematical Skills:** Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision and color vision.

**In addition to the above qualifications Delivery Drivers must have the following:**

- Must be at least 18 years of age and have at least 1 year driving experience
- Maintain a valid driver's license, proof of insurance and a clean driving record
- Keep vehicle clean and good working condition
- Follow company policies and procedures as well as safe driving practices

We are proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

