



KLEINPETER FARMS DAIRY, L.L.C.
14444 AIRLINE HIGHWAY, BATON ROUGE, LA 70817
(225) 753-2121

Job Description

Driver-Sales Member

FLSA Status: Exempt

Reports to: Route Logistics Manager

Job Duties & Responsibilities:

Provide the best service to all customers in a professional manner. Manage sales transactions, truck inventory, and proper temperature for storing product. Realize the ultimate goal of increasing sales and promoting products to customers in order to increase sales and commission pay (if applicable). **Remember: Always take care of the customer's needs!**

Job Duties & Responsibilities:

- Operate trucks within the law and with a safety-conscious mind
- Learn and operate the assigned route safely
- Assist supervisor with route structure
- Operate handheld computer to generate sales and manage product inventory
- Manage route inventory controls and organize truck inventory daily
- Maintain proper inventory levels at all times in order to completely satisfy customer demands
- Maintain the proper temperature (under 37 degrees) for product at all times
- Perform customer sales functions: issue invoices, secure authorized signatures for charge-authorized customers, and properly collect and remit COD payments daily
- Service customers when scheduled and if special circumstances arise at other times
- Properly rotate products in order to minimize returns and maximize sales
- Maintain clean and neat appearance for product and product displays at all times
- Ensure that all product are properly priced
- Notify all customers of price changes
- Present new products to customers to increase sales
- Be aggressive about increasing shelf space and getting retail prices reduced
- Pick up and return all empty crates to plant facility on a daily basis
- Monitor truck maintenance daily and report any unsafe conditions to Supervisor and Safety Manager
- Report any vehicle accidents and/or personal injuries to Supervisor and Safety Manager immediately
- Turn in daily route deposits to appropriate location
- Duties shall be performed by Wholesale Supervisor in the absence of the Driver-Sales Member
- Relieve other Driver-Sales Members if absent from work
- Utilize continuous improvement mindset and assist in identifying opportunities to improve processes
- Maintain a clean, sanitary, and safe work area
- Shall be responsible for reporting and taking any necessary action to prevent food safety and quality problems and safety incidents and accidents from occurring
- Follow all policies and procedures including GMPs, SOPs, and SSOPs at all times
- Follow all required work safe practices
- Must wear appropriate PPE at all times
- Performs other related duties as assigned by Manager/Supervisor



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Job Description

Driver-Sales Member

- All employees are responsible for food safety and quality

Job Requirements:

- High School Diploma or equivalent desired
- Experience in food manufacturing or preparation desired
- Ability to accurately record data
- Ability to regularly lift/move up to 50 pounds independently
- Work safely in the Louisiana weather
- Must have a valid Class B license (CDL)
- Must have an acceptable driving record
- Be able to effectively work in a team environment
- Effective verbal and written communication skills
- Must be able to work flexible hours including overtime, weekends, and holidays
- Maintain constant mental focus and constantly be aware of surroundings
- Must be able to pass all medical exams and drug and background checks (including criminal)