

Lola's Market & Restaurant

Job Description

Job Title: Delivery Driver / Warehouse Associate

Reports To: Director of Merchandising / Store Manager / Assistant Manager

Job Summary:

The Delivery Driver / Warehouse Associate is responsible for the safe and timely delivery and pickup of merchandise, supplies, company documents, and other materials between all Lola's Market locations and the corporate office. This position plays a critical role in supporting store operations by ensuring that deliveries are completed accurately.

Essential Duties and Responsibilities

- Deliver merchandise, supplies, equipment, and other company materials to all store locations as assigned.
- Pick up merchandise, returns, transfers, invoices, and other company documents from the stores and deliver them to the appropriate location.
- Transport internal mail, payroll documents, invoices, personnel records, and other confidential company information while maintaining strict confidentiality.
- Safely load, unload, and organize merchandise to prevent damage during transportation.
- Verify that deliveries and transfers are accurate and complete before leaving each location.
- Assist with warehouse duties, including receiving, storing, organizing, and preparing merchandise for delivery.
- Maintain communication with store managers and supervisors regarding delivery schedules and special requests.
- Respond to emergency deliveries and operational needs as directed by management.
- Comply with all company safety policies, traffic laws and regulations, and Department of Motor Vehicles (DMV) requirements.
- Maintain accurate records of deliveries, transfers, mileage, fuel purchases, and vehicle inspections.
- Immediately report to management any accident, vehicle damage, mechanical issue, traffic violation, or unsafe condition.

Vehicle, Equipment Safety and Operation

- Strictly prohibited from operating a vehicle under the influence of alcohol, drugs, or any other substance that may impair the ability to drive safely.
- Must not transport unauthorized passengers or personnel in company vehicles.
- Must have knowledge of and be able to safely operate a forklift and electric and manual pallet jacks.
- Must comply with all company safety policies and procedures when operating vehicles, warehouse equipment, and work tools.
- Must use required personal protective equipment (PPE) and follow established procedures for loading, unloading, and handling merchandise.

Vehicle Responsibilities

- Conduct daily vehicle inspections before and after each shift.
- Ensure the company vehicle remains clean, fueled, and in safe operating condition.
- Monitor oil, fluids, tires, brakes, lights, and other safety equipment.

- Complete the company-provided vehicle inspection checklist daily before beginning the workday and immediately report any maintenance or repair needs, damage, or unsafe conditions identified during the inspection.
- Immediately report any maintenance or repair needs.
- Never operate a company vehicle that is unsafe.

Work Schedule

- Due to the company's operational needs, the work schedule may begin as early as 12:00 a.m. and end as late as 11:00 p.m.
- Must be available to respond to emergency operational needs, including those that may arise outside of the regular schedule and, when necessary, on weekends.
- The work schedule may vary based on the delivery, warehouse, and store operational needs.
- Additional hours or overtime may be required, based on the company's operational needs and applicable laws.

Education and Experience

- High school diploma or equivalent preferred.
- Minimum of two years of delivery, warehouse, transportation, or related experience preferred.
- Experience operating cargo vans, box trucks, or similar commercial vehicles is preferred.
- Previous warehouse and inventory experience is a plus.

Language Skills

- Bilingual in English and Spanish is required.
- Ability to communicate effectively with employees, supervisors, vendors, and store managers.
- Ability to read and understand delivery documents, invoices, transfer paperwork, safety procedures, and company policies.

Mathematical Skills

- Ability to perform basic math calculations.
- Ability to verify quantities, inventory counts, invoices, and transfer documents.
- Ability to identify discrepancies in deliveries or paperwork.

Reasoning Ability

- Ability to prioritize multiple deliveries and changing schedules.
- Ability to solve routine transportation and delivery issues independently.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality when transporting company documents.
- Ability to work independently with minimal supervision.

Physical Demands

While performing the duties of this position, the employee is regularly required to:

- Sit for extended periods while driving.
- Stand, walk, bend, kneel, stoop, and reach throughout the workday.
- Frequently lift, carry, push, and pull up to 50 pounds without assistance.
- Occasionally lift up to 75 pounds with assistance.
- Load and unload merchandise repeatedly throughout the day.

- Enter and exit delivery vehicles multiple times during each shift.

Driver Qualifications

- Must possess a valid California Driver's License.
- Must maintain a clean driving record.
- Must provide an updated Department of Motor Vehicles (DMV) driving record annually, or more frequently if requested by the company.
- Must be insurable under the company's commercial automobile insurance policy.
- Must provide proof of personal automobile insurance.
- Must immediately report any traffic citations, license suspensions, accidents, or changes to driving status.

Working Conditions

- Work is performed both indoors and outdoors under varying weather conditions.
- Frequent travel between all company locations.
- May occasionally work in refrigerated or freezer environments when making deliveries.
- Exposure to warehouse equipment, loading docks, and moving vehicles.

Other Requirements

- Demonstrate professionalism and excellent customer service when interacting with store employees and vendors.
- Maintain confidentiality of company information and documents.
- Be dependable, punctual, flexible, and able to adjust to changing operational priorities.
- Perform other duties as assigned by management.