

## **Bellagios Pizza Position Description – Delivery Driver**

**Job Title:** DELIVERY DRIVER  
**Reports To:** Store General Manager  
**Approved By:** Julie Collins, President  
**Approved Date:** February 21, 2013

### **SUMMARY**

Prepares and delivers pizzas and other Bellagios products from Bellagios Pizza locations to customers by performing the following duties.

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

Packages pizzas and other Bellagios products to be delivered to customer premises.

Collects money, coupons, and signatures for credit card/ billed-order/charge-account customers, as well as verification of ID for credit card purchases. If the delivery driver does not collect the required coupon from a customer, they will be required to return to the customer site to obtain the coupon.

As defined in our company Operations Manual, drivers are to perform “drops” of monies/credit card receipts collected a minimum of every hour and doing so assures every store will maintain the minimum 70% drop rate that is required and understood by all drivers and managers. Along with our delivery drivers, it is the manager, assistant manager and PIC’s responsibility to assure these drops happen as required.

Promotes Bellagios products. Distributes door hangers and other promotional material.

As a delivery driver it is understood a significant manner in which our commitment to product quality is demonstrated to our customers is our standard operating procedure of every driver taking single deliveries to our delivery customers. When and ONLY when the manager, assistant manager or PIC in charge of a shift signs off on two tickets for deliveries to be taken together (referred to as a double) is any delivery driver authorized to do so. This exception requires the manager, assistant manager or PIC in charge of a shift to sign off on both tickets acknowledging this approval. Deliveries involving 3 or more deliveries to different addresses in one trip are not acceptable under any conditions.

Prepares pizzas and other Bellagios products, washes dishes, operates pizza oven, assembles pizza boxes, sweeps floors, performs closing tasks to company standards and waits on customers both in person and over the phone. Employee will be trained in several operational areas of Bellagios Pizza and is expected to perform multiple duties at any given time.

Drives employee owned vehicle to deliver customer orders.

Driver is required to place a Bellagios Pizza delivery light on their employee owned vehicle and that light should be illuminated every day beginning at 4:00 PM. Delivery drivers are required to log their beginning and ending mileage of their vehicle in order to be reimbursed for their delivery fees. Failure to log mileage may result in disciplinary action and the driver will not be reimbursed for the delivery fees for that shift. Delivery drivers are required to be in uniform and ready to perform their duties upon clocking in to work their shift. From the time they clock in, they are to immediately log their mileage,

place a delivery light on their vehicle with required cord and be ready to perform their job within 2 minutes of the time they clocked in.

## **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 / COMMUNICATION SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos prepared in English. Ability to write simple correspondence. Ability to comprehend complex directions provided in English to specific physical locations. Ability to effectively present information in English to customers and other Bellagios Pizza Team Members.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Must have a positive and professional attitude.

## **MATHEMATICAL SKILLS**

Ability to add and subtract using whole numbers and decimals. Ability to compute change.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve. Must be able to read city street maps.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Two years valid Driver's License for the state in which you will be based to deliver pizzas.

Must provide current copy or copies of Motor Vehicle Report(s) for all states in which you have been licensed in the past 3 years. See Attachment "C" of Section G of the Bellagios Pizza Operations Manual for definitive MVR Delivery Driver Standards. Driver cannot have more than one moving violation in the past 2 years, or if licensed for 18-24 months, cannot have any moving violations. Must provide proof of insurance for vehicles used for delivery. The delivery driver must be named specifically on the proof of insurance.

## **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.

The employee frequently is required to stand, walk; sit and reach. The employee is occasionally required to stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions.  
The noise level in the work environment is usually moderate.

I have read and understand my position description and agree to perform the duties described.

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Employee Signature / Date