



Job Description

Title: Courier

2024rev

FLSA: Non-Exempt

Reports to: VP of Finance

Summary: The Courier's responsibility is to ensure interoffice items are transferred successfully between locations, in addition to making bank deposits.

Essential Functions:

- Picking up packages and mail from stores and Corporate Office
- Making deliveries to stores and Corporate Office
- Able to safely and courteously operate company vehicle (utility van)
- Make daily deposits to the bank, pick up store change
- Maintain proper documentation for all "log" manuals
- Maintain cleanliness of company vehicle
- Responsible for high-value or confidential items
- Maintain and comply with procedures in accordance with company policies
- Becomes familiar with and abides by all aspects of Boyer's Food Markets Teammate Handbook
- Perform any additional duties as assigned by corporate management

Essential Minimum Qualifications/Skills

- Possess a clean Driver's License and clean driving record
- Strict adherence to safety rules, driving laws, scheduled routes and other guidelines
- Reliable and trustworthy
- Ability to lift up to 100 pounds
- Punctuality, time management and a sense of urgency is required
- Excellent oral and written communication skills for working with teammates
- Provide friendly customer service to teammates, customers, and vendors
- Ability to move and deliver items to/from stores
- Excellent organization and follow up/follow through skills
- Ability to work well under pressure

- Ability to meet or exceed deadlines and goals

Essential Physical Requirements

	NEVER	OCCASIONAL .25-2.5 HRS	FREQUENT 2.5-5.5 HRS	CONTINUOUS 5.5-8+ HRS		NEVER	OCCASIONAL .25-2.5 HRS	FREQUENT 2.5-5.5 HRS	CONTINUOUS 5.5-8+ HRS
SIT		X			WALK			X	
STAND		X			DRIVE			X	
LIFT/CARRY:	INDICATE AMOUNT OF EACH BELOW; IF NOT APPLICABLE ENTER N/A				REACH OVERHEAD		X		
0-10 LBS			X		BEND/SOOP			X	
11-20 LBS			X		USE HANDS FOR:	INDICATE AMOUNT OF EACH BELOW; IF NOT APPLICABLE ENTER N/A			
21-50 LBS			X		PUSH/PULL			X	
51-99 LBS		X			FINE MANIPULATION			X	
100+ LBS		X			SIMPLE GRASPING			X	
NOISE LEVEL = <input checked="" type="checkbox"/> LOW <input type="checkbox"/> MODERATE <input type="checkbox"/> EXCESSIVE					FIRM GRASPING			X	
EXPOSURE TO EXTREME HEAT- <input type="checkbox"/> NONE <input checked="" type="checkbox"/> OCCASIONAL <input type="checkbox"/> FREQUENT <input type="checkbox"/> CONTINUOUS (USE SAME HR AMTS AS ABOVE TO RATE) UP TO <input type="checkbox"/> 90 <input type="checkbox"/> DEGREES FAHRENHEIT									
EXPOSURE TO EXTREME COLD- <input type="checkbox"/> NONE <input checked="" type="checkbox"/> OCCASIONAL <input type="checkbox"/> FREQUENT <input type="checkbox"/> CONTINUOUS (USE SAME HR AMTS AS ABOVE TO RATE) DOWN TO <input type="checkbox"/> -20 <input type="checkbox"/> DEGREES FAHRENHEIT									