

## **DELIVERY COORDINATOR**

**Location:** 1150 West Street, South Amherst, MA 01002

**Job Status:** Full Time - This position requires on call availability during the hours of 6am-4pm during Monday-Saturday

**Education Level:** High School diploma or equivalent preferred

**Work Experience:** Minimum one year related experience

**Skills/Certifications/Licenses:** Clean driving record, Valid Driver's License

### **SUMMARY:**

The delivery coordinator position is a part time position for someone who is well organized, can coordinate with different departments to ensure proper delivery of products, has a clean driving record, is conscientious, courteous and friendly. Someone who is familiar with the Pioneer Valley, who enjoys driving and has a positive can-do attitude. Very strong communication skills are essential the job. This position requires applicants to be flexible, willing and able to take lead and deliver product in a pinch when necessary.

### **OVERALL RESPONSIBILITY**

- ◆ Customer Service
- ◆ Assisting customers with questions or directing them to someone who can assist
- ◆ Sales
- ◆ Cleaning/Sanitation
- ◆ Answering telephones
- ◆ Teamwork & communication
- ◆ Contribute to maintaining a clean and safe work environment
- ◆ Walking
- ◆ Lifting
- ◆ Driving
- ◆ Accountability
- ◆ Scheduling
- ◆ Strong organizational skills

### **KEY JOB DUTIES (not exhaustive)**

- ◆ Maintain regular and prompt attendance at worksite
- ◆ Perform other duties as assigned
- ◆ Organize and prioritize daily deliveries
- ◆ Distribute delivery duties and tasks to drivers (catering, baskets, flowers, groceries, etc.)
- ◆ Drive delivery van to various delivery locations in the local area
- ◆ Thorough communication with departments and customers
- ◆ Fill out daily delivery log
- ◆ Keep delivery van(s) clean and organized
- ◆ Provide outstanding customer service when interacting with customers or patrons at delivery destinations
- ◆ Ability to multitask
- ◆ Packing delivery van
- ◆ Holding department meetings when necessary
- ◆ Keeping department employees and other department managers up to date on delivery department changes or changes specific to particular orders.
- ◆ Check and respond to email throughout business day
- ◆ Manage COG, payroll and inventory
- ◆ Schedule three department meetings per year (January, April, and August) discuss and pass along relevant information, changes in store or department policies, procedures etc.

### **REQUIREMENTS:**

Clean driving record

Valid Driver's License

Work Schedule: Flexible, weekends, days, evenings & holiday availability is expected

### **About Atkins Farms**

Atkins Farms is a locally owned and operated business with locations in South Amherst, MA and North Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.