

## Position Description for Commercial Distributing Helper (Seasonal)

### Duties:

- **Delivery:** At each location, the helper will be required to accurately deliver products that correspond with that accounts invoice(s). When backing into loading area, the helper will get out of the truck and guide the driver. The helper will unload the cases of beer weighing up to 40 lbs., barrels of beer weighing up to 170 lbs. and move them to the storage area for the establishment. In many cases, the storage area is in a basement and or upstairs. The helper uses a wheeler to transport the products down/up the stairs into the storage area. Representing Commercial Distributing in a professional manner.
- **Removing Product:** Establishments that have empties will need the helper to remove all empties and place those on the truck to be taken back to the company warehouse.
- **Product Rotation:** When placing the new product in the storage area, the helper must place the older product in front of the newer product, which means moving the barrels and cases of older product around the storage area and placing the new product in the back or on the bottom.
- **Invoice and Payment:** The helper may be required to have the invoice signed by the person at the establishment checking in the order.
- **End of the Day:** The helper will return along with the driver to the warehouse at the end of the run. The truck cab will be cleaned out. The helper will remove and store empty barrels or cases of beer returned by the customers in the proper locations in the warehouse and top off case pallets.
- Performs other duties as assigned

### Education:

- Must have a high school diploma or general education degree (GED)

### ENVIRONMENTAL FACTORS/PHYSICAL DEMANDS:

- **Must have the physical ability to lift a barrel weighing up to 170 pounds and cases up to 40 lbs.**, use a wheeler up and down stairs while moving barrels and cases of beer from the truck to the customer's storage area. Perform repetitive heavy lifting, bending and twisting. Availability to work long hours when needed. Entails basic mathematics, the ability to read, write, and communicate effectively. The ability to work in all types of weather. Be able to walk on any surface floor for an extreme amount of time, and up/down a 45 degree angle ramp. Drug/Alcohol free. Required to drive a high speed jack.

---

This is a temporary position, working between 30-40 hour per week through the busy summer months. Fall and winter months will result in a reduction of hours and or layoff.