



DELIVERY DRIVER

Part time – Hourly

The job of the delivery driver is to maintain a respectful and positive disposition, have the ability to prioritize tasks, remain focused, and work independently as well as collaboratively. This position requires the ability to write, speak and act professionally, with working knowledge of email communication, MS Word and the ability to learn Total Party Planner. Often this job requires people to work on their feet for at least 8 hours, and to be able to lift at least 25 pounds. This position reports to the **Director of Sales and Events**..

COMMUNICATION

- Present a professional, positive attitude among coworkers and with clients at all times.
- Maintain knowledge of Chowgirls menu, including dairy free, gluten free, vegetarian, etc options

CLIENT SERVICE

- Wear professional, clean attire to every event, including proper grooming
- Assure the quality of service and food represents Chowgirls in a positive light and aligns with Chowgirls procedures, vision and values
- Punctuality to every event is a must
- Contact the client day of delivery to go over timeline, menu, loading area, etc
- Set up a pick up time of Chowgirls equipment with the client
- Package leftovers for client

EQUIPMENT

- Be accountable for all equipment needed for a delivery / event
- Communicate with proper departments if equipment is missing for events
- Work with the kitchen to expo food and review food-related details of the event
- Drive a Chowgirls vehicle when necessary to the event for delivery and pick up
- Load and unload event equipment / food at Chowgirls HQ

JOB REQUIREMENTS

- Valid Drivers License
- Knowledge and experience in events and or service

- Ability to Multi-task and stay on complete a task list without additional direction
- Ability to see larger scope of duties / big picture

CODE OF CONDUCT

- Maintain employee privacy at all times
- Always promote Chowgirls in a positive light at the office and in the community
- General knowledge of Chowgirls history, values, vision, etc.