

What will I do on this job???

Job Analysis

Job analysis- a systematic procedure for studying jobs to determine their various elements and requirements. Example: One store may have several “clerks” However; each clerk position may do different duties. To see the differences, one may do a job analysis that will list the qualifications needed and the duties each clerk does. The Job analysis typically consists of two parts- a job description and job specification.

Job description- the list of elements that make up a particular job. This includes the duties to be performed, the working condition, the responsibilities, and the tools and equipment that must be used on the job.

Job specifications- a list of the qualifications required to perform a particular job. Example: a list of needed skills, abilities, education, and experience the job-holder must have.

Exempt Employees- Are not entitled to overtime pay.

Their employer is not required to pay overtime if they are paid a salary and not paid an hourly wage.

Typically administration, executive, and professional employees may be classified as exempt.

Non-Exempt employees- are employees who, because the type of pay they receive they are subject to earning overtime (usually time-and-one-half) rate of pay. Non-exempt employees account for hours and fractional hours worked.

Name of Company
Job Description

Title:

Date:

Exempt/Non-Exempt:

Reports to:

Brief Summary:

Specific Responsibilities:

General Knowledge and Skills:



Job Title: Pizza Delivery Driver

Reports To: General Manager

Exempt/Non-Exempt: Non-Exempt

Approved Date: November 11, 2013

Job Description

Delivery Driver Store General Manager Julie Collins, President
November 23, 2005

Brief Summary:

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

Specific Responsibilities:

include the following. Other duties may be assigned. Packages pizzas and other Bellagios products to be delivered to customer premises.

Collects money and coupons from customers and signature with required verification of ID from credit card / charge-account customers. 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.

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

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. 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. Ability to write simple correspondence. Ability to comprehend complex directions to specific physical locations.

Ability to effectively present information to customers and other Bellagios employees. 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.

Good driving record which must be free of the following violations: License revoked or suspended due to moving violation. Reckless driving. Speed in excess of 20 mph over posted limit (if reported on Motor Vehicle Report) Criminal convictions.

Driving without a license. Failure to report an accident or making false report to authorities. Driving under the influence of drugs/alcohol. Open container violation.

Driver cannot have more than one moving violation per year in the past 3 years or more than one accident in the past 3 years.

Must provide proof of insurance for vehicles used for deliveries. 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.