



(907) 586-4146

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[www.silverbowinn.com](http://www.silverbowinn.com)

**inn • bakery • restaurant • catering • cinema**

## **POSITION:**

Delivery Driver

## **PURPOSE OF POSITION:**

Under direction from kitchen manager, general manager, and owner, to inventory and deliver baked goods to businesses in Juneau and Douglas and to run any errand that involves a vehicle. May be expected to deliver food for catering.

## **DUTIES/RESPONSIBILITIES:**

Responsible for all relations with clients and businesses.

Responsible for keeping excellent inventory of all baked goods at certain locations to prevent food waste.

Responsible for entering all sales into point-of-sale system.

Responsible for cleanliness and maintenance of company vehicles.

Decides amount of baked goods to be made for distribution.

## **KNOWLEDGE AND REQUIREMENTS:**

Must have valid drivers license; commercial drivers license is preferred.

Must have Alaska food workers card.

Must be able to function under limited supervision.

Able to communicate verbally, and understand and follow written and verbal instructions.

## **WORKING CONDITIONS:**

Directly works in bakery kitchen at 120 2<sup>nd</sup> Street, but is responsible for driving throughout Juneau and Douglas.

## **ASSIGNMENT/APPROVAL OF WORK:**

Receives direction and approval from kitchen manager, general manager, office assistants/managers and owner.

## **RESPONSIBILITY/ACCOUNTABILITY:**

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.