



**Status: Hourly**  
**Title: Courier**  
**Department: Ranch**  
**Reports to: Purchasing Agent**

**Job Code:**

**Position Summary:**

Drive company vehicle and pick-up and drop-off materials to various Lykes Bros. locations and other vendors within three county areas and other distant locations as necessary.

**Essential Functions:**

- Conduct yourself in a safe workman-like manner. You are to be responsible to acquire, learn and practice all SOPs (safe operating procedures) and comply with these standards as well as safety regulations pertinent to the department, kitchen, equipment and job functions at all times.
- Load vehicle in such a manner to ensure the product quality upon delivery.
- Unload and sort items collected along delivery routes.
- Maintain records of mileage and scheduled deliveries/pick-up locations.
- Pickup and pay for requested materials as needed; under the direct supervision of Purchasing Agent.
- Plan and follow the most efficient routes for delivering goods to most effectively minimize transportation costs and time.
- Maintain a clean vehicle.

**Other Duties:**

- Assist as back-up for Receptionist as needed.
- Participate in workplace safety programs.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Competencies:**

- Good communication skills.
- Customer service orientation.
- Demonstrates initiative, reliability and flexibility
- Attention to detail
- Ability to work independently under minimal supervision.

**Education/Experience Requirements:**

- High school or GED preferable
- English literate
- Valid FL driver's License with insurability.



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**Physical Requirements:**

While performing the duties of this job, the individual is regularly required to drive for long periods of time. The staff member is occasionally required to climb or balance; walk on uneven surfaces, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close, distance and peripheral vision. Occasionally may be required to lift up to 50 pounds.