

Augusta Cooperative Farm Bureau, Inc.

Job Title:	Delivery Driver – Store Transfers	Job Status:	Full Time			
Department/Group:	Staunton	Reports To:	Store Manager			
FLSA Status:	Non-Exempt	Travel Required:	95%			
Job Category:		Positions Supervised:	None			
Work Schedule:	Monday - Friday 8-5 or 9 to 5:30 and every other Saturday 8-3					
Job Summary:						
Drive CDL B truck or other vehicle to deliver transfer orders to retail locations. May deliver bulk orders to customers as needed.						
Job Description						
<p>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Drive CDL B truck to deliver transfer orders to all retail locations. • Maintain accurate and complete pre-trip inspections per DOT regulations to be turned in weekly. • Drive CDL B truck to deliver bulk orders (feed and farm supplies) to customers as needed. • Collect money from customers and record transactions on customer receipts. • Represent Augusta Coop in a professional manner by complying with all safety rules, regulations, and laws, and being courteous to all other drivers and receiving personnel. • Other duties as assigned. <p>POSITION QUALIFICATIONS</p> <ul style="list-style-type: none"> • Accountability - Ability to accept responsibility and account for his/her actions. • Responsible - Ability to be held accountable or answerable for one's conduct. • Time Management - Ability to utilize the available time to organize and complete work within given deadlines. • Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace. • Reliability - The trait of being dependable and trustworthy. • Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others. <p>PREFERRED EDUCATION AND OTHER SKILLS</p> <ul style="list-style-type: none"> • High School Graduate or General Education Degree (GED): Required • Valid Virginia CDL driver's license • Must be able to speak, read, write, and comprehend English. <p>ADDITIONAL NOTES</p> <p>This job description reflects management's assignment of essential and central functions of this job; It does not restrict management's rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.</p>						

Physical Demands:			
This position requires frequent sitting, grasping, and lifting/carrying up to 50 pounds. Occasionally, there will be reaching outward and above the shoulder, climbing, kneeling/squatting, bending, and lifting/carrying up to 100 pounds.			
Work Environment:			
Travel in truck. Stores, outside, farms, etc.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated:	09/04/2025	Reviewed:	09/04/2025