



Delivery Driver

THE POSITION:

- Responsible for delivering sandwiches to customers in the designated delivery area.
- Expected to check all products for accuracy against quality standards and deliver products to customers in a safe, courteous, and timely manner.
- Drivers will also work as in-shoppers when no deliveries are scheduled.
 - Responsible for greeting customers when they enter and exit the restaurant.
 - Provide world-class customer service and execute fast and accurate sandwiches while maintaining sanitation standards.
- Expected to interact effectively with all levels of the organization, as well as the broader Jimmy John's Company.

QUALIFICATIONS FOR POSITION

- Must be at least 19 years of age.
- Must have a valid driver's license, reliable transportation, current automobile insurance, and maintain a clean driving record.
 - No more than 2 minor violations in the past 3 years. Minor violations include but are not limited to speeding under 30 mph over the posted limit, failure to yield, accidents, etc....
 - No major violations in the past 5 years. Major violations include but are not limited to: DUI, reckless/careless driving, driving during a suspended license, excessive speed over 30 mph, leaving the scene of an accident, refusing a chemical test, etc...

SPECIFIC SKILLS REQUIRED

- Must be able to speak, read and write the English language fluently and clearly.
- Position requires bending, standing and walking the entire workday.
- Experience with a retail food company is a plus

JOB RESPONSIBILITIES

- Take phone orders and complete delivery orders in a courteous and timely manner.
- Deliver orders to customers in a safe, courteous and timely manner in established delivery area only.
- Accept payment from customers for orders according to procedure
- Work with management at the end of the shift to reconcile cash from delivery sales.
- Make fast, accurate and consistent sandwiches.
- Comply with all portion sizes, recipes, and all systems and procedures.
- Maintain cleanliness and sanitation of the restaurant including all tables, floors, windows, beverage station, restrooms, etc.
- Greet customers, take orders, operate cash register, collect payment from customers and make change.
- Execute blow away greetings and farewells.
- Fill out systems and procedures with 100% accuracy and integrity.
- Maintain professional appearance at all times in compliance with the Jimmy John's Dress Code.
- Display a positive and enthusiastic approach to all assignments.
- Perform other related duties as required.



Driver Agreement

I, _____, in acceptance and commencement of hire for delivery driver for Spin the Planet, Enterprises hereby agree to and understand the following:

I pledge to represent Jimmy John's in a safe, professional, courteous manner at all times.

I understand that I must be at least 18 years of age to be employed as a delivery driver.

I understand that it is my responsibility to maintain proper liability coverage for the vehicle I operate for delivery at all times. I also understand that it is my responsibility to ensure that I maintain a valid driver's license and that proper tags and registration are current for the vehicle.

I understand my employment as a driver requires that I maintain a good driving record defined as:

- No more than 2 minor violations in the past 3 years.
 - Minor violations include but are not limited to speeding under 30 mph over the posted limit, failure to yield, accidents, etc.
- No major violations in the past 5 years.
 - Major violations include but are not limited to: DUI, reckless/careless driving, driving during a suspended license, excessive speed over 30 mph, leaving the scene of an accident, refusing a chemical test, etc.

As many insurance companies exclude coverage for delivery use, I also understand that it is my responsibility to clarify with my insurance company that they will provide coverage in the event of an accident while delivering.

I understand that Spin the Planet is in no way responsible for damages that arise to the vehicle I operated in the course of employment arising out of my operation. I understand that the owner of the vehicle or the insurance on that vehicle is responsible for those damages. I also understand that said insurance is primary for any liability damages or injuries caused to a third party in an at-fault accident.

I agree that I will be the only driver operating the vehicle for delivery purposes and that no outside parties including family, friends, etc. will be allowed to ride or operate the vehicle during deliveries.

I agree and understand that I will NOT use a mobile phone in any capacity (calls, texting, email, etc...) while driving. If directions are needed or if a call is required, I will pull off the road before using the phone.

It is agreed that I will follow all safety provisions discussed including but not limited to:

- NEVER delivering under the influence of alcohol or mind-altering drugs;
- ALWAYS wearing a seatbelt while driving a vehicle or a helmet while on a motorcycle or bicycle;
- OBEYING all local, state and federal traffic laws including speed limits;
- NOTIFYING my designated supervisor or manager immediately in the event of an accident or violation. I will contact authorities and obtain a police report if involved in an accident.



Driver Agreement

I understand that when on delivery, a topper must be properly attached to my vehicle and lit at all times. It is my responsibility to have a topper attached before the start of my shift.

Properly attached topper:



- Topper aligned parallel to windshield so logo and name are visible from front and behind
- Safety chain secured inside the vehicle
- Power cord plugged in to allow illumination

I understand that failure to abide by any of the above can result in disciplinary action including possible immediate termination of employment.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____