



DELIVERY DRIVER DESCRIPTION (FULL TIME- PART-TIME)

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Description

The delivery driver is responsible for prompt and accurate delivery of XENA's products within a ten mile vicinity of the retail store. As our delivery driver, you will be the face of XENA, representing the brand with enthusiasm, professionalism, and a focus on customer service. With

a front-row seat to XENA's customer base, the driver is also expected to be the company's eyes

and ears on the ground around consumer preferences, technology, scheduling, and delivery environment. We are currently hiring for part-time roles, with the opportunity to transition to a full-time role in the future. This position reports to the Fleet Manager, and works closely with Dispatch and other teammates to ensure customer satisfaction.

Responsibilities

- Delivery of orders in a safe and timely manner, adherent to New Jersey Cannabis Regulatory Commission (NJCRC) guidelines
- Provide top-notch customer service to XENA's customers along the delivery route
- Ensure each delivery includes name & age verification, customer signatures, and accurate delivery notes using XENA's technology platforms of choice
- Tight adherence to delivery route using XENA's technology platform of choice
- Verification of order accuracy before end-point delivery to customer
- Safe driving at all times
- Ability to respond and report incidents, if any, quickly and accurately

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Requirements

- 1+ years of professional driving experience (delivery experience preferred)
- Organized, punctual, and reliable
- Good communication skills
- Familiarity with navigation and other mobile driving technologies (Google Maps, Waze, Onfleet, Dashboard cameras)
- Clean driving history within the past 36 months
- No DWI/DUI in the past 5 years
- Valid driver's license (must maintain on person at all times)
- Must be 21 years of age or order as required by the NJ CRC
- Able to pass all background checks as required by the NJ CRC
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This job operates in a professional retail store environment. This role routinely uses standard office equipment such as computers, phones, and printers. This position requires weekends, nights, overtime as needed, holidays, and flexible work availability. Some travel may be required.

Physical requirements

While performing the duties of this job, the employee is regularly required to speak and listen. This employee is frequently required to stand or sit for long periods, walk constantly, use hands or feet, reach with hands and arms, and may be required to assist with lifting and/or moving product up to 50 pounds. May be required to work outdoors and/or during inclement weather.

Hiring Policies

XENA encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities. XENA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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