



## **Vending Route Supervisor** **JOB DESCRIPTION**

### **JOB DESCRIPTION:**

This person is responsible for the overall performance of a defined geographic area of Burch Food Services, including daily operations, customer retention and aiding in new account sales. This position includes some 6-day work weeks, night work occasionally and requires supervisor to be on call.

### **JOB DUTIES WILL INCLUDE:**

- Planning, organizing and directing the activities and schedules of the drivers, attendants and utility personnel.
- Interviewing, hiring, training, performance coaching, disciplinary action and termination of personnel.
- Assuring that personnel are following all Burch Food Services policies and procedures.
- Creating and promoting a safe working environment. Identifying and correcting unsafe condition and acts.
- Developing positive relationships with our associates. Serve as a liaison between our associates and our company as it relates to our policies, procedures and guidelines. Ensure our training guidelines are met.
- Creating and developing relationships with our existing and new customers. Our mission is to be the most “client focused” company in the market.
- Making sure account inspections are completed accurately and timely. Ensuring that routes are structured in the most efficient manner.
- Proper care of facilities and assets (machines, vehicles, equipment, etc.) in accordance with company guidelines.
- Assisting in the introduction of new products to customers.
- Hold monthly team meetings to cover company business, new policies and safety topics by the 15<sup>th</sup> of each month.

### **OPERATIONAL FUNCTIONS WILL INCLUDE:**

- Maintaining food waste at 10% or less of sales and taking corrective action if needed.
- Monitoring meter overages and shortages and taking corrective action if needed.

- Conducting monthly team meetings with all direct reports.
- Monitoring refunds and taking corrective action if needed.
- Maintaining pastry waste at 2% or less and taking corrective action if needed.
- Monitoring condiment usage.
- Monitoring truck and store room inventories and keeping at appropriate levels.
- Conducting annual business reviews with customers.
- Training new hires in accordance with company policy.

JOB REQUIRMENTS INCLUDE:

- Excellent written and verbal communication skills, with both employees and new/existing customers.
- Must be a self starter and self motivated as well as confident.
- Must be able to manage time efficiently with excellent planning and follow up skills.
- Must be able to work diligently alone.
- Must have good driving habits and records.
- High school education.