

**Job Title:** Delivery Assistant

**Job Summary:** Assist with delivery of cannabis and cannabis-infused products from retail dispensaries to consumers.

**Salary:**

**Duties and Responsibilities:**

- Assist with providing secure product delivery from our site to another business and/or directly to customers within allotted time period.
- Checking customer identification and assist with maintaining daily security and other logs.
- Assist with packaging deliveries and checking against the order form.
- Must be sure product is properly secured prior to delivery.
- Load vehicle with product as required.
- Assist with carrying out inspections to verify the integrity of security of the product during delivery.
- Present bills and receipts and collect payments for goods delivered.
- Assist with accurately filing and maintaining manifests and cash transaction logs after each delivery.
- Assist with ensuring compliance with state and local laws and regulations.
- Ensure compliance and accuracy involving all product tracking, product security, and product delivery.
- Assist in ensuring all operational policies and procedures are adhered to appropriately and professionally greets customers.
- Perform daily vehicle inspections including security systems, tire pressure, lights, and fluid levels.
- Maintain vehicle maintenance logs.
- Provide backup for security and inventory as needed.

**Working Environment:**

- Ability to sit for long periods of time and get in and out of an automobile several times a day.
- Will be working in an office environment, unless making deliveries.
- All weather conditions.

**Minimum Qualifications:**

Age: 21 years of age

Education: High school diploma or equivalent

Experience:

- Valid driver's license, depending on the location.
- Prior experience as a driver preferred.
- Confident navigating by using maps and GPS.

**EEO Statement:** [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.

EXAMPLE