

We're Hiring!

**DW Richards
Sons**

Food Service Distributor

Established 1906

**Position:
On the Road
Sales Representative**

JOB DESCRIPTION

Full time on the Road Sales Representative for retail food service distributor. Family-owned 4th generation company with established customer base in Eastern PA, Central NY, & Northern NJ.

JOB DESCRIPTION

Responsibilities will include maintaining and increasing sales to existing accounts and generating new business in supermarket meat rooms and deli's, meat markets, grocery stores, bars, restaurants and other food service distributors.

BENEFITS

Full Time - 401k, 401k matching, health, dental and vision insurance, disability-life insurance, employee discount, PTO, mileage reimbursement and bonus.

Click on the tab below to access our On-Line Employment Application. Once you have completed the application, click on the "SUBMIT" tab to send us you application.



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Position:
Inside Sales / Office
Part Time Position

JOB DESCRIPTION

Part time Inside Sales / Office Position. Schedule: Monday through Friday 10:30 AM to 4:30 PM

RESPONSIBILITIES

- Answer incoming calls quickly with professionalism.
- Maintain sales responsibilities of current customer lists.
- Call customers on call sheets for orders, offering daily specials to build order size.
- Satisfy customer concerns quickly. Call customers with backorders daily.
- Understand the the position is sales driven; consult customer purchase history to build order size and contact inactive customers to re-start orders.
- Mail, fax or email customer prices and order guides.
- Filing and general office related work.

BENEFITS

Paid Holidays, 401K, Employee Purchasing Advantage

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Position:Second Shift Warehouse Selector

RESPONSIBILITIES

- Must have valid driver's license
- Ability to lift and/or carry up to 100 pounds occasionally. Ability to lift and/or carry up to 50 pounds continuously.
- Must safely operate power equipment, including double reach forklift, counter balance forklift, power pallet jack and manual hand jack.
- Must be able to work in dry warehouse, cooler temperatures of 35 degrees and in freezer temperatures of minus 10 degrees.
- Will train to safely drive trucks in our yard to move in to docks for loading and in to parking area of yard.
- Thermo King operation. Will be responsible for starting, stopping and operating refrigeration units on trucks and trailers. Must be able to monitor and adjust temperature settings to properly protect products.
- Ability to read, write and communicate effectively. Math skills to include proper and accurate counting.
- Must fill orders accurately and productively. Good pallet construction will include arranging orders for easy unloading by drivers and building so product protection and integrity is maintained.
- Must be able to load trucks efficiently and safely, maintaining loading standards to ensure safe loads and unloading for drivers.
- Stock replenishment. Safe, accurate and efficient restocking of product from reserve locations to pick slots.
- Sanitation. Must maintain a clean and safe work environment, including building and equipment.
- Receiving. Limited receiving with accurate, safe and efficient methods.
- Other duties as directed by supervisor.

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Position: CDL & Non CDL Truck Drivers

DRIVE APPLICANTS

- All CDL drive applicants must provide a valid CLASS B CDL with air brake endorsement and a valid MEDICAL CARD at time of application.
- All NON CDL applicants must provide a valid LICENSE and a valid MEDICAL CARD at time of the application.
- All driver applicants must provide 10 year work experience under the "EMPLOYMENT HISTORY" portion of the application.
- All driver applicants must authorize pre-employment background checks by signing and dating the "TO BE READ AND SIGNED BY APPLICANT" portion of the application.
- Copies of your medical card and license are necessary at time of application.

JOB DESCRIPTION - DELIVERY DRIVER

- Must be DOT qualified, including DOT physical, pre-employment drug screen, random drug testing and clean driving record.

DUTIES

- Ability to lift and/or carry up to 100 pounds occasionally.
Ability to lift and /or carry up to 50 pounds continuously.
- Must safely operate power equipment, including double-reach fork lift, counterbalance forklift, power pallet jack and manual hand jack.
- Must be able to work in dry warehouse, cooler temperatures of 35 degrees and in freezer temperatures to minus 10 degrees.
- Thermo King operation. Will be responsible for starting, stopping and operating refrigeration units on trucks and trailers. Must be able to monitor and adjust temperature settings to properly protect product.
- Ability to read, write and communicate effectively. Also, math skills to include proper and accurate counting.
- Must deliver orders accurately and productively. Product must be handled so product protection and integrity is maintained.
- Must maintain positive helpful attitude toward customers and general public.
- Must perform proper and thorough pre and post trip vehicle inspection. Also keep equipment clean.
- Must drive in a safe manner. Also, notify supervisor of needed repairs to equipment.
- Report all accidents and damage to equipment , property and other vehicles immediately.
- Must be meticulous in all paperwork, including logs, pick-ups, backhauls, invoices, credits, COD's and driver check-in.

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