



DELIVERY DRIVER AND WAREHOUSE SUPPORT ASSOCIATE

Oakland is and always has been a beer town; a place where hard-working people would gather together to enjoy locally brewed, fresh beer. As the local population grew during the Gold Rush and building of the Transcontinental Railway, Oakland was affectionately referred to as the “Milwaukee of the West” for its numerous neighborhood-based breweries. Oakland United Beerworks is a craft brewery in the heart of Oakland’s waterfront Jack London District and we are proud to continue the great beer brewing tradition in Oakland. We are a company comprised of hard-working, humble, and team-oriented craft beer enthusiasts, dedicated to bringing quality craft beer to the Bay Area.

We are currently seeking a part-time Delivery Driver and Warehouse Support Associate who will operate out of our brewhouse and warehouse, located in the Jack London Square area of Oakland, CA.

KEY FUNCTION

In addition to delivering orders to our wholesale customers as needed, this position is responsible for managing inventory and maintaining organization at our warehouse facility.

OVERALL FUNCTION

Warehouse inventory and facilities management includes but is not limited to organizing and maintaining the inventory within our cold box, tracking cooperage levels, working with our bookkeeper to ensure that all checks and paperwork are forwarded in a timely manner, and scheduling and staging all deliveries with our distributors.

This position includes completing wholesale deliveries, daily in our Sprinter van or 15’ box truck. You will be interfacing with our customers and merchandising at our wholesale locations.

In this position, you will report to our Operations Lead.

ESSENTIAL RESPONSIBILITIES

- Safe operation of the delivery van and 15’ box truck.
 - Perform routine vehicle inspections and maintenance tasks of delivery van and box truck, as required.
- Plan and execute delivery routes to ensure timely and accurate deliveries.
 - Maintain accurate records of deliveries, including receipts and signatures.
 - Communicate with customers and sales reps to confirm delivery details and address any concerns or issues.
 - Adhere to all traffic laws and safety regulations while operating the delivery vehicle.
- Delivery of products to off-site festivals and tasting events.
- Inventory management at our warehouse location.
 - Ensure that all products are accessible, clear space for any new transfers from the brewery team, notify Sales Reps when inventory is low or over-sold.
 - Maintain storage of cooperage and ensure there is sufficient inventory for packaging of new products.
 - Ensure appropriate inventory of all packaging materials for new releases.



- Collect and process all checks mailed to the warehouse, picked up during deliveries, or deposited by our Sales Reps.
- Organization and maintenance of our warehouse facility.
- Transferring materials between the warehouse location and the brewhouse/taproom location.

You may also be called upon to represent OUB at events, festivals, or account-sponsored events.

REQUIRED SKILLS, PHYSICAL ABILITIES, & EXPERIENCE/EDUCATION

Required Skills

- Must be 21 years of age or older.
- Excellent communication and interpersonal skills- required for interactions with customers, vendors, and coworkers.
- Must be personable and have a positive attitude.
- Strong time management and organizational skills.
- **Must be proficient on a forklift and be forklift certified.**
- Familiarity with local roads and routes.
- **Must have a valid CA driver's license with a clean driving record and reliable transportation.**
- Must have previous experience driving a 15' box truck.
- Must be willing to submit to a background check. Any job offer will be contingent upon the results.

Physical Requirements

- Ability to walk or stand for extended periods of time.
- Ability to lift up to 170lbs.
- Ability to regularly lift/carry 25lb boxes.
- Ability to stoop, crawl, twist, turn, lift, kneel, climb ladders and stairs.

Experience and Education

- Previous experience in a brewery is required.
- Previous experience with a forklift required.
- Previous experience driving a box truck is required.

Compensation

- \$22-25/hour paid on an hourly basis (*compensation commensurate with experience*)
- Part-time, approximately 15-30hrs/week
- Shift:
 - Day shift
 - Morning shift

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Oakland United Beerworks is an equal opportunity employer. We do not and shall not discriminate on the basis of race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

