

Position: Corporate Driver

Hours: Variable – Part-time and Full-time available

Days: Wednesday - Sunday

Reports to: Director of Hospitality

**Company/Location Overview**

**The Bardstown Bourbon Company is a celebration of the art of making whiskey. No secrets, mythical stories, or fabricated legends. We celebrate the craft of making great whiskey and the Bardstown community that brings bourbon to the world.**

**Set on 100 acres of active farmland in the heart of the Bourbon Capital of the World in Bardstown, KY, Bardstown Bourbon Company drives innovation, while honoring the traditional art of making bourbon. We produce the highest-quality, authentic Kentucky bourbon, whiskey, and rye brands as well as offer custom whiskey production through our one-of-a-kind Collaborative Distilling Program.**

**We are the first Napa Valley-style destination on the Kentucky Bourbon Trail to provide a full-service culinary experience at our Bottle & Bond Kitchen and Bar. Here, our visitors enjoy comfort food, exceptional salads, and farm fresh meats and cheeses. Our bar offers a creative cocktail program, whiskey and vintage spirits library, curated wine collection, and a selection of local draft beers. Bottle & Bond is the perfect foundation for a memorable afternoon or evening.**

For more information, please visit [www.bardstownbourbon.com](http://www.bardstownbourbon.com).

**Job Summary**

Manage the operation and maintenance of the company vehicle as well as the safe transportation of employees and visitors. Work hours vary and are determined by transportation needs and will regularly include evenings, weekends, and holidays.

**Essential Job Functions and Responsibilities**

* Drive the Company vehicle, van or SUV (less than 16 passengers). Daily driving assignments will involve transporting student workers from company housing to place of work and back to housing at end of shift in Bardstown area. Occasionally drives to Louisville airport to pick up and drop off student workers. Occasionally transports Company executives to airport or other destinations. Other trips/errands as directed.
* Coordinate with Director of Hospitality and Executive Assistant on schedule.
* Follows traffic laws and operate vehicle in a safe manner.
* Assist passengers to enter and leave vehicle and unload baggage and luggage.
* Refuel vehicle as needed.
* Ensure the vehicle is kept in good mechanical working order. Coordinate with service facilities on regular and required maintenance and repairs. Maintain a log of repairs and maintenance.
* Ensure the interior and exterior of the vehicle is kept clean.
* Keep a written record of trips and receipts.
* Maintain a valid Kentucky driver’s license.
* Maintain a safe driving record. Report any motor vehicle violations or accidents, on duty or off, to Management immediately.
* Commitment for the Company’s ISO program including the quality and food safety of our products.

**Education and Experience Requirements**

* High school diploma or GED
* A minimum of three to four years of professional driving
* Excellent driving record
* Valid Kentucky driver’s license
* Professional appearance and demeanor
* Geographical knowledge of Bardstown area

**Physical Requirements**

* Regularly required to use hands to finger, handle or feel; reach with hands and arms
* Perform physical activities such as bending, stooping, climbing steps, and walking
* Frequent sitting
* Specific vision ability includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
* Occasionally lift and/or move up to 40 pounds

The Bardstown Bourbon Company is committed to equality of opportunity in all aspects of employment. It is the policy of The Bardstown Bourbon Company to provide full and equal employment opportunities to all employees and potential employees, without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other legally protected status.

Rev. 11.25.2019