

What does it take to deliver excellence on every mile? In this energetic, practical course, you'll step into the shoes of a top-performing Route Sales Representative for Ice King Cakes and master the skills that drive safety, sales, and strong store relationships. Through interactive scenarios and gamified challenges, you'll learn how to start your day with confidence, communicate like a pro with store receivers, spot and act on upselling opportunities, and finish each route with compliance and pride. Get ready to boost your efficiency, safety, and customer impact—one delivery at a time!

Starting Strong — Pre-Trip and Safety Checks

First Impressions Count — Communicating with Receivers

Sell It Like You Mean It — Upselling & Freezer Management

Stay Safe, Stay Sharp — End-of-Day Excellence & Compliance

# **Starting Strong — Pre-Trip and Safety Checks**





## **Smart Starts Drive the Best Outcomes**

It's early morning, the sun's just peeking over the horizon, and your Ice King Cakes truck is ready to roll. Before you hit the road, a few smart moves can make all the difference between a smooth, successful day and a stressful one. Preparation, safety, and confidence are your best friends—think of this as your secret recipe for a great start. Let's get you set up for success, just like the pros do!





Here are the key skills you'll master in this lesson. Each one is designed to help you start your day safely, efficiently, and with confidence.

- Learn how to check your vehicle and equipment before leaving the yard.
- Understand the best ways to load and secure your products to prevent injury and damage.
- Recognize signs of fatigue and ensure you're fit to drive and deliver.
- Verify that your freezer and tools are working properly to keep products fresh.
- Make sure you're protected with the right personal protective equipment every time.

#### CONTINUE

# **Pre-Trip Essentials: Know Your Terms**

Review these must-know terms every RSR should understand before starting their route.

Flip each card to see what it means in your daily work.

**DOT Inspection** 

A required check to ensure your vehicle meets Department of Transportation safety standards before you drive.

Freezer Gasket

The rubber seal around your freezer door that keeps cold air in and warm air out—essential for product quality.

Fatigue Self-Assessment

A quick personal check to see if you're alert and rested enough to drive and work safely.

PPE (Personal Protective Equipment)

Gear like gloves, safety vests, and boots that protect you from injury on the job.

# **Checkpoint Breakdown: Your Pre-Trip Routine**

Each checkpoint below is a vital step in making sure your day starts safe and smooth. Expand each one to see what to look for, why it matters, and a tip from the field.

#### Vehicle Walk-Around \_\_

Check tires for proper inflation, look for leaks under the truck, and make sure all lights and mirrors are clean and working. Missing a small issue now can lead to big problems later.

Tip: Walk the same path every morning so you don't miss a step. Common pitfall: Rushing and skipping the back of the truck.

#### Safe Loading Practices

Stack products securely and evenly, using straps or bars to prevent shifting during transit. Always lift with your legs, not your back, to avoid injury.

Tip: Double-check that nothing blocks emergency exits. Pitfall: Overloading one side, which can affect driving stability.

#### Readiness & Fatigue Check \_\_

Take a moment to assess your alertness. Are you well-rested, hydrated, and focused? Fatigue can sneak up on anyone and is a leading cause of accidents.

Tip: If you're not 100%, let your supervisor know. Pitfall: Ignoring signs of tiredness just to get going.

#### Temperature & Equipment Check

Verify that your freezer is at the correct temperature and that all equipment, like dollies and thermometers, is working. This keeps your products safe and your deliveries on track.

Tip: Keep a spare thermometer handy. Pitfall: Forgetting to check equipment until you're already on the road.

outory ocur v	Compliance _
	re wearing all required PPE, like gloves and safety vests, before you start loading or otects you from common workplace injuries.
Tip: Store your (	gear in the same spot every day. Pitfall: Skipping PPE because you're in a hurry.
Aq	quick five-minute check now can prevent hours of
	trouble and frustration later!
	CONTINUE
Check	Your Understanding
Now it's you apply what	ur turn to put your knowledge to the test! The following scenarios will help you you've learned and reinforce the best practices for a safe, successful start to Ready to show what you know? Let's go!
Now it's you apply what your route.	ur turn to put your knowledge to the test! The following scenarios will help you you've learned and reinforce the best practices for a safe, successful start to Ready to show what you know? Let's go!
Now it's you apply what your route.	ur turn to put your knowledge to the test! The following scenarios will help you you've learned and reinforce the best practices for a safe, successful start to

	Report it to your supervisor before leaving
$\bigcirc$	Wipe it up and drive off
$\bigcirc$	Check only if it gets bigger next time
	SUBMIT
While load	ding your truck, you notice boxes stacked unevenly. What's the best action?
	Leave them as they are
$\bigcirc$	Re-stack them evenly and secure with straps
$\bigcirc$	Add more boxes on top
$\bigcirc$	Drive slowly to avoid shifting
	SUBMIT

ou feel	unusually tired before starting your route. What should you do?
	Push through and start driving
	Drink coffee and ignore it
	Tell your supervisor and assess your readiness
	Skip breakfast to save time
	SUBMIT
	ezer temperature is slightly above the recommended range. What's your next
our freetep?	ezer temperature is slightly above the recommended range. What's your next
	ezer temperature is slightly above the recommended range. What's your next  Ignore it and start your route  Adjust the settings and monitor before leaving

	Unload some product to lighten the load
	SUBMIT
ou reali:	ze you forgot your safety vest but are in a hurry. What should you do?
	Skip it just this once
	Borrow a vest from a coworker or get a spare
	Cover up with a jacket
	Start loading and grab it later
	SUBMIT

Great job! You're one step closer to a safe and successful day on the road.

#### CONTINUE

# **Route Ready Recap: Key Takeaways**

Expand each item below for a quick review of the essentials you've learned. Keep these tips in mind every morning!

# Inspect, Report, Replace Always check your vehicle and equipment before leaving. Report any issues and replace faulty gear right away. Tip: A thorough inspection now prevents breakdowns and delays later. Protect Yourself and Your Product Use safe loading techniques and proper PPE to keep both you and your cakes in top shape. Tip: Safety and quality go hand in hand—never cut corners.

Start each day by checking your alertness and readiness. A focused mind leads to safer, smoother

Safety Gear: No Shortcuts \_\_

Tip: Listen to your body and speak up if you're not 100%.

routes.

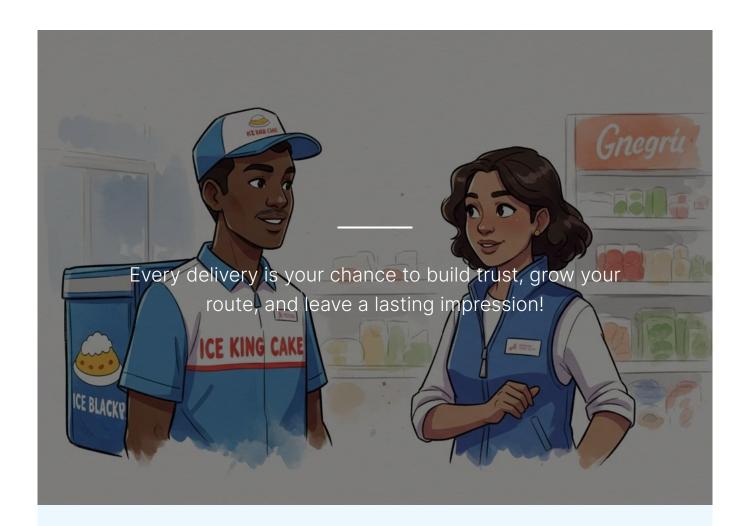
Wearing the right gear is non-negotiable. It's your first line of defense against workplace injuries.

Tip: Make safety gear part of your daily routine, not an afterthought.

You're route ready! Next up: mastering first impressions with store receivers.

# First Impressions Count — Communicating with Receivers

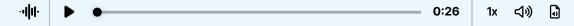




# **Why First Impressions Matter**

When you walk into a store, your attitude and communication set the tone for the whole day. A professional, confident greeting can make deliveries smoother, open doors for new opportunities, and help you build strong partnerships with store staff. The way you handle

each interaction can turn a routine stop into a win for both you and the store. Let's see how you can make every first impression count!



Here are the skills you'll master in this module. Each one will help you communicate with confidence and professionalism, no matter what the day brings.

- Start every delivery with a positive, respectful introduction to greet customers with professionalism.
- 2 Stay calm and confident when things don't go as planned to handle delivery challenges effectively.
- Use persuasive communication to grow your route and secure freezer space by upselling and requesting freezers.
- Address concerns with empathy and find solutions that work for everyone to resolve complaints effectively.
- Keep clear records of every important conversation and agreement to document outcomes accurately.

#### CONTINUE

# **Mastering Store Interactions: Key Scenarios**

Each section below covers a real-world scenario you'll face with store receivers. Expand each one to learn what to do and why it matters.

#### Professional Greetings & Rapport

Scenario: You arrive at a busy store and see a new receiver at the dock. A friendly, confident greeting—like introducing yourself and asking their name—sets a positive tone and builds trust from the start.

Why it matters: First impressions last. A professional approach makes future deliveries smoother and opens the door for better communication.

Tip: Smile, make eye contact, and use the receiver's name whenever possible.

#### **Managing Delivery Delays**

Scenario: Traffic or a previous stop has made you late. When you arrive, the receiver looks frustrated. Calmly explain the reason for the delay, apologize, and offer a realistic update on unloading time.

Why it matters: Honest, proactive communication shows respect and helps reduce tension. It also demonstrates your reliability, even when things go wrong.

Tip: Always keep your supervisor in the loop about major delays.

#### Persuasive Upselling & Freezer Requests

Scenario: You notice the store's freezer is nearly empty. Politely suggest additional products or ask if they need a restock, using sales data or promotions to support your pitch.

Why it matters: Upselling and securing freezer space can boost your sales and strengthen your partnership with the store.

Tip: Focus on how your products help the store meet customer demand.

#### Handling Complaints with Confidence

Scenario: The receiver points out a damaged box or missing item. Listen carefully, acknowledge their concern, and explain how you'll resolve the issue or escalate it if needed.

Why it matters: Handling complaints well builds credibility and trust. It shows you care about the store's needs and are committed to solutions.

Tip: Stay calm and avoid taking complaints personally.

#### **Documenting Communication Outcomes**

Scenario: After resolving a complaint or making a freezer request, you record the details in your delivery app or logbook. Accurate notes help you track agreements and follow up as needed.

Why it matters: Good documentation protects you and the company, and ensures everyone stays on the same page.

Tip: Record key details right away, while they're fresh in your mind.

# **Communication Toolbox: Key Terms**

These are essential terms every RSR should know for effective store interactions. Flip each card to learn what they mean in practice.

**Active Listening** 

Giving your full attention, making eye contact, and repeating key points to show you understand the receiver's needs.

# **Empathy Statement**

A phrase that shows you understand and care about the receiver's feelings, like 'I see why that's frustrating.'

#### 2 of 4

# Upsell Pitch

A short, persuasive suggestion to encourage the store to buy more or try new products.

#### 3 of 4

**Documentation Protocol** 

The process of recording important details from your store interactions, such as complaints, requests, or agreements.

4 of 4

#### CONTINUE

# **Check Your Understanding**

Now it's time to put your communication skills to the test! The following scenarios will challenge you to make the best choices in real-world situations with store receivers. Use what you've learned to answer each question and reinforce your skills.

You walk into a store and see a new receiver who looks busy. What's the best way to start the interaction?

- Wait silently until they notice you
- Greet them with a smile and introduce yourself
- Start unloading without saying anything

	Ask another employee for help instead
	SUBMIT
You're ru	unning late due to traffic, and the receiver seems frustrated. What should you d
$\bigcirc$	Ignore their frustration and unload quickly
	Blame other drivers for your delay
	Calmly explain the delay, apologize, and give an honest update
	Rush through the delivery to save time
	SUBMIT
You notion	ce the store's freezer is nearly empty. What's the best approach?
$\bigcirc$	Wait for the receiver to ask for more products

$\bigcirc$	Suggest a restock and highlight current promotions
	Ignore it and move on
$\bigcirc$	Complain about low sales
	SUBMIT
A receive	r complains about a damaged box. What's your best response?
$\bigcirc$	Tell them it's not your fault
	Listen, acknowledge the issue, and explain your next steps
	Ignore the complaint and keep unloading
	Argue that the box looks fine to you
	SUBMIT

	Move on to the next store without recording anything
)	Make a note of the outcome in your delivery log or app
)	Rely on your memory for future reference
)	Tell your supervisor only if asked
	SUBMIT

Great work! Strong communication skills help you build trust, solve problems, and grow your route every day.

#### CONTINUE

# Let's review the essentials from this lesson.

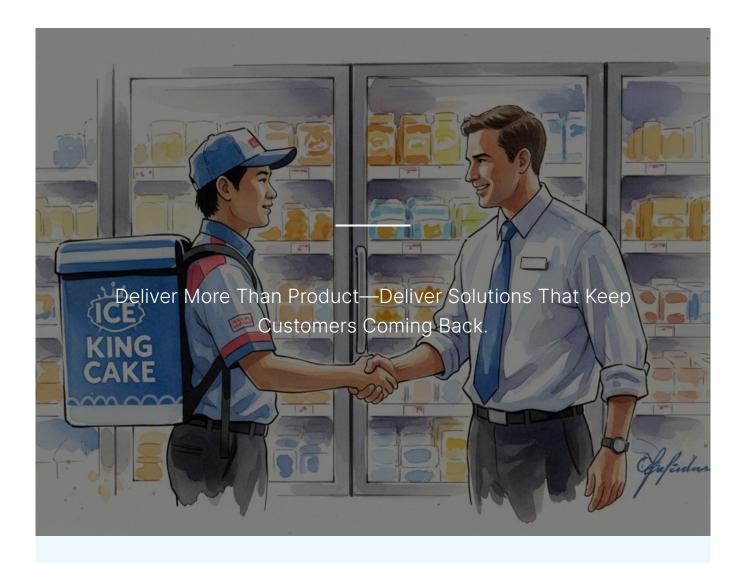
Keep these key takeaways in mind for every store visit:

Start with a greeting: A professional introduction sets a positive tone and builds rapport.
Handle challenges with empathy: Listen, acknowledge concerns, and work toward solutions together.
Upsell with respect and data: Use facts and promotions to support your recommendations.
Document every interaction: Accurate notes help you track agreements and protect your route.

You're ready to make every store stop count! Next up: mastering upselling and freezer management for even bigger wins.

# Sell It Like You Mean It — Upselling & Freezer Management

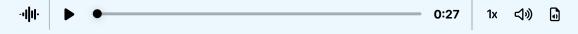




# **Unlocking Sales Potential on Every Stop**

Every delivery isn't just about dropping off cakes—it's your chance to grow sales and build strong partnerships with every store you visit. By spotting opportunities, presenting your

products with confidence, and managing freezer space smartly, you can turn each stop into a win for both you and your customers. Let's dive into the strategies that help you sell more and stand out as a trusted partner on your route!



# In this module, you'll master the skills that make every delivery a sales opportunity. Here's what you'll be able to do by the end:

- 1 Identify the best moments to suggest additional products or restocks during your store visits.
- Leverage sales numbers and trends to make your pitch more convincing and relevant.
- Work with store staff to secure the best placement and space for your products.
- Arrange products to catch customers' eyes and drive more sales.
- Respond to concerns or pushback with practical answers that keep the sale moving forward.

#### CONTINUE

# **Sales & Merchandising Essentials**

These must-know terms will help you maximize sales and make your products stand out in every store.

# **Upsell Trigger**

A situation or cue—like low stock or a new promotion—that signals it's time to suggest more products.

1 of 4

#### **Data-Driven Pitch**

Using recent sales numbers or trends to show why a store should order more or try something new.

2 of 4

## **Planogram**

A visual guide that shows the ideal placement of products in

the freezer to boost visibility and sales.

3 of 4

## **Objection Handling**

Addressing a store's concerns with clear, helpful solutions that keep the conversation positive.

4 of 4

# Winning Strategies: Upselling & Freezer Management

Explore each tab to discover proven tactics for boosting sales and managing freezer space like a pro.

SPOTTING UPSELL OPPORTUNITIES

USING DATA TO PERSUADE

NEGOTIATING FREEZER SPACE

VISUAL MERCHANDISING TIPS

Great RSRs know when to suggest more products—like when a freezer is running low or a holiday is coming up. Pay attention to stock levels, upcoming events, and customer favorites to time your pitch

perfectly.

Why it matters: Acting on these moments can increase sales and help stores avoid running out of popular items. Tip: Keep a mental checklist of upsell triggers for each store on your route.

SPOTTING UPSELL OPPORTUNITIES

USING DATA TO PERSUADE

NEGOTIATING FREEZER SPACE VISUAL MERCHANDISING TIPS

Numbers speak louder than words. When you show a receiver last month's sales or highlight a trending product, your pitch becomes more convincing. Bring recent sales data or promotional results to back up your recommendations.

Why it matters: Data builds trust and makes your suggestions feel less like a sales pitch and more like a business partnership. Tip: Keep simple sales stats handy on your device or delivery paperwork.

SPOTTING UPSELL OPPORTUNITIES

USING DATA TO PERSUADE NEGOTIATING FREEZER SPACE VISUAL MERCHANDISING TIPS

Securing the right spot in the freezer can make or break your sales. Approach negotiations as a winwin: explain how your products drive traffic and offer to help organize the freezer for everyone's benefit.

Why it matters: Better placement means better visibility and higher sales. Tip: Be flexible and ready to suggest creative solutions, like rotating products or sharing space during busy seasons.

SPOTTING UPSELL OPPORTUNITIES

USING DATA TO PERSUADE

NEGOTIATING FREEZER SPACE VISUAL
MERCHANDISING
TIPS

How your products look in the freezer matters. Neat, well-stocked, and eye-catching displays attract customers and make it easy for staff to restock. Use planograms and keep labels facing forward.

Why it matters: Strong merchandising can boost impulse buys and keep your brand top-of-mind. Tip: Take a quick photo of your display for reference and to show store managers your attention to detail.

Every empty shelf is a golden opportunity—make your products the first thing customers see!

#### CONTINUE

## **Check Your Sales Savvy**

Now it's your turn to put these strategies into action! The following scenarios will test your ability to spot upsell opportunities, use data, negotiate freezer space, and handle objections. Use what you've learned to make the best call in each situation.

You notice a store's freezer is nearly empty just before a holiday weekend. What's your best move?

Wait for the receiver to ask for moreSuggest a restock and mention the upcoming holidayIgnore it and move on

	Complain about low stock to the manager
	SUBMIT
A receive	er is unsure about ordering more of a new product. What's the most persuasiven?
$\bigcirc$	Share recent sales data showing strong performance
$\bigcirc$	Insist they try it because it's your favorite
$\bigcirc$	Offer a discount without checking company policy
	Tell them to decide next time
	SUBMIT

to negotiate?

	Demand more space without discussion
	Explain how your products drive sales and offer to help reorganize
$\bigcirc$	Move other products without asking
$\bigcirc$	Complain about the current setup
	SUBMIT
′ou've a	rranged your products neatly, but sales are still slow. What's a smart next ste
ou've a	rranged your products neatly, but sales are still slow. What's a smart next ste Take a photo and review your planogram for improvements
ou've a	
ou've a	Take a photo and review your planogram for improvements
ou've a	Leave it as is and hope for better sales

	receiver objects to a suggested restock, saying they have too much inventory. What's our best response?	
	Argue until they agree	
$\bigcirc$	Acknowledge their concern and suggest a smaller order or a promotional display	
	Ignore their objection and restock anyway	
	Tell them they're wrong	
	SUBMIT	

# **Sales Success Recap: Key Takeaways**

Expand each item below for a quick review of the most important strategies from this lesson.

SPOT AND ACT ON UPSELL TRIGGERS

SUPPORT YOUR PITCH WITH DATA

NEGOTIATE FREEZER SPACE COLLABORATIVELY

MERCHANDISING
MATTERS FOR SALES

Look for cues like low stock or special events to suggest more products. Being proactive helps you and the store succeed.

Tip: Keep track of each store's unique needs and patterns.

SPOT AND ACT ON UPSELL TRIGGERS

SUPPORT YOUR PITCH WITH DATA

NEGOTIATE FREEZER SPACE COLLABORATIVELY

MERCHANDISING
MATTERS FOR SALES

Use sales numbers and trends to make your recommendations more convincing. Data builds trust and helps stores make informed decisions.

Tip: Bring recent stats or promotional results to every visit.

SPOT AND ACT ON UPSELL TRIGGERS

SUPPORT YOUR PITCH WITH DATA

NEGOTIATE FREEZER SPACE COLLABORATIVELY

MERCHANDISING
MATTERS FOR SALES

Work with store staff to secure the best placement for your products. A team approach leads to better results for everyone.

Tip: Offer to help organize or rotate products to make space.

SPOT AND ACT ON UPSELL TRIGGERS

SUPPORT YOUR PITCH WITH DATA

NEGOTIATE FREEZER SPACE COLLABORATIVELY

MERCHANDISING
MATTERS FOR SALES

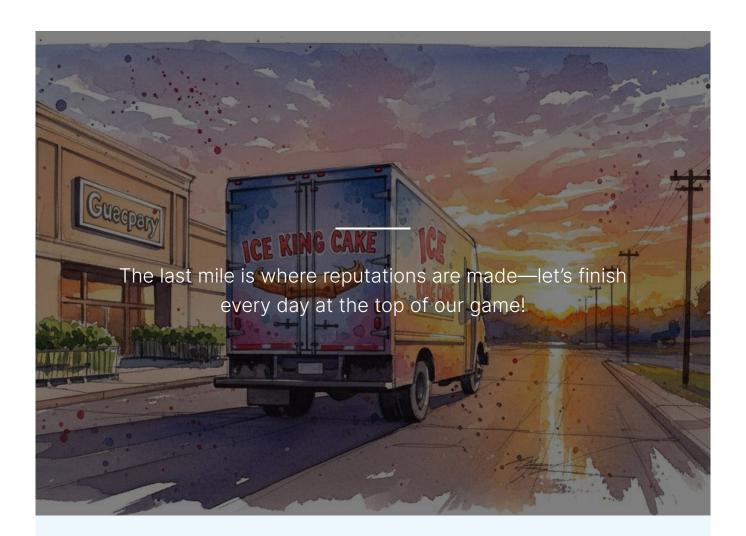
Attractive, organized displays catch customers' eyes and drive impulse buys. Follow planograms and keep your freezer looking sharp.

Tip: Take photos of your best displays to use as examples in other stores.

You're driving sales like a pro! Next up: Mastering endof-day excellence and compliance for a flawless finish to your route.

# Stay Safe, Stay Sharp — End-of-Day Excellence & Compliance

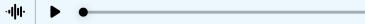




# Why End-of-Day Excellence Matters

The final steps of your route—such as safety checks, accurate paperwork, and following up with customers—are just as important as your morning routine. These actions protect you, your products, and the Ice King Cakes brand, while also preparing you for a smooth start the

next day. By finishing strong, you demonstrate professionalism and care that both customers and supervisors will notice.



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⟨⟨⟩

Here are the skills you'll master in this module. Each one is key to wrapping up your route safely, confidently, and in full compliance.

- Finish your day with clear, correct records of deliveries, returns, and issues.
- Inspect your truck and equipment to catch problems before they become tomorrow's headaches.
- Spot safety or compliance concerns and report them promptly to protect yourself and your team.
- Share important notes about customer requests or issues so nothing falls through the cracks.
- End each day knowing you've met every standard for safety and compliance.

#### CONTINUE

# **End-of-Day Essentials: Step-by-Step**

Each section below covers a critical end-of-route task for safety, compliance, and professionalism. Expand each one to learn what to do, why it matters, and how to avoid common mistakes.

#### Post-Trip Vehicle Inspection \_

After your last stop, check your truck for any new damage, leaks, or maintenance needs. Look over tires, lights, and mirrors, and make sure all equipment is accounted for.

Tip: Use a checklist to stay consistent. Pitfall: Skipping the inspection because you're in a hurry can lead to bigger problems tomorrow.

#### Temperature & Product Integrity Checks

Before unloading or shutting down, confirm that freezer temperatures stayed within safe limits and products are in good condition. Document any issues right away.

Tip: Keep a backup thermometer handy. Pitfall: Forgetting to check can result in spoiled product and lost sales.

#### Accurate Documentation & Log Corrections \_\_

Review your delivery logs, invoices, and any notes for accuracy. Correct errors and record any exceptions, like missed stops or damaged goods.

Tip: Double-check totals before submitting. Pitfall: Rushing through paperwork can cause costly mistakes or compliance issues.

#### **Customer Follow-Up & Communication**

Note any customer requests, complaints, or follow-up needs in your system or logbook. Communicate these to your supervisor or the next day's driver.

Tip: Be specific and timely with your notes. Pitfall: Vague or missing information can lead to unhappy customers or missed opportunities.

#### Reporting Safety or Compliance Issues \_\_\_

If you notice anything unsafe or out of compliance—like a broken lift gate or temperature problem—report it immediately using the correct process.

Tip: Don't wait until the next day. Pitfall: Ignoring issues can put you and others at risk and may violate company policy.

# **Compliance & Reporting Toolbox**

These are essential terms every RSR should know for end-of-day excellence. Flip each card to see what they mean in your daily work.

# **Corrective Log Entry**

A note added to your records to fix or explain an error or exception, like a missed delivery or damaged product.

1 of 4

#### **Temperature Variance**

When the freezer temperature goes outside the safe range—must be documented and reported right away.

2 of 4

# **Preventive Maintenance Report**

A form or note used to request repairs or upkeep for your truck or equipment before problems get worse.

3 of 4

## **Customer Continuity Note**

A record of customer requests or issues to ensure smooth followup and great service next time.

#### CONTINUE

# **Check Your End-of-Day Expertise**

It's time to put your end-of-day skills to the test! The following scenarios will challenge you to make the right calls on safety, compliance, documentation, and customer follow-up. Use what you've learned to answer each question and finish strong.

You finish your last delivery and notice a new dent on your truck's bumper. What should you do before leaving for the day?

$\bigcirc$	Ignore it and head home
	Report it and document the damage
	Wait until your next shift to mention it
$\bigcirc$	Try to fix it yourself without telling anyone

**SUBMIT** 

	Ignore it if the products look fine
	Record the temperature variance and notify your supervisor
	Wait until tomorrow to check again
	Unload everything and leave without reporting
	SUBMIT
	SUBMIT
ou find	a mistake in your delivery log at the end of your route. What should you do?
ou find	

SUBMIT
er asked you to follow up on a special order, but you're done for the day. Wha vay to handle it?
Make a customer continuity note and inform your supervisor
Wait until the next time you see the customer
Assume someone else will handle it
Forget about it since your shift is over
SUBMIT

<ul> <li>☐ Ignore it if it still works</li> <li>☐ Report the issue using the preventive maintenance process</li> <li>☐ Wait to see if it gets worse</li> <li>☐ Try to fix it yourself without reporting</li> <li>SUBMIT</li> </ul> Excellent work! Strong end-of-day habits protect your		
Wait to see if it gets worse  Try to fix it yourself without reporting  SUBMIT	$\bigcirc$	Ignore it if it still works
Try to fix it yourself without reporting  SUBMIT	$\bigcirc$	Report the issue using the preventive maintenance process
SUBMIT	$\bigcirc$	Wait to see if it gets worse
	$\bigcirc$	Try to fix it yourself without reporting
Excellent work! Strong end-of-day habits protect your		SUBMIT
Excellent work! Strong end-of-day habits protect your		
		Excellent work! Strong end-of-day habits protect your

route, your reputation, and your future success.

#### CONTINUE

# **Finish Strong: Key Takeaways**

Expand each item below for a quick review of the most important end-of-day practices.

Accurate records protect your route

you compliant.
Tip: Take a few extra minutes to review before submitting.
Proactive reporting prevents problems
Report any issues—big or small—right away. Early action keeps everyone safe and avoids bigger headaches later.
Tip: Don't wait until tomorrow to speak up.
Customer follow-up builds trust _
Document and communicate customer requests or issues. Great follow-through means happy customers and more business.
Tip: Use specific notes so nothing gets missed.
Safety checks are your daily insurance
Inspect your truck and equipment at the end of every route. Catching problems early keeps you and your team safe.
Tip: Make inspections a non-negotiable part of your routine.

Double-check your logs and paperwork before you finish. Clear records prevent confusion and keep

# **Congratulations—You're Route Ready!**

You've completed the Ice King Cakes RSR course, mastering safety, sales, communication, and compliance from start to finish. Your dedication to learning and excellence means you're ready to deliver great service, protect the brand, and grow your route with confidence.

We're proud to have you on the team—now go show what you can do!

Every day presents a fresh opportunity. Use what you have learned and strive to deliver excellence in every step you take moving forward!