

Service Contract Act (SCA) SCA Truck Driver, Light UY4132

Job Overview:

The Service Contract Act (SCA) Truck Driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle. Light: Straight truck, less than 1 1/2 tons, usually 4 wheels.

Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday or is a worker who is paid on a mileage or mileage plus load factor basis and may be compensated for or provided meals or lodging or both.

General Responsibilities:

- Drives a company or client vehicle to transport people, food, goods, materials, or equipment.
- Delivers, loads, and unloads products, food, materials, and/or equipment as requested.
- May store or install delivered items.
- Maintains a driver's log.
- Presents billing forms to designated representatives and collects receipts.
- Oversees the appearance, operation, maintenance, and servicing of the vehicle.
- Makes minor repairs to vehicle to keep it in good working order.
- May serve as a courier, delivering packages, documents, and mail.
- Complies with all Sodexo HACCP policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as assigned.

- May perform and receive applicable compensation per SCA regulations for other job duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED or equivalent work experience.
- 0 to 2 years of transportation related work experience.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all co-workers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Basic food-handling skills.

License/Qualifications

Certifications:

- Valid state driver's license required.
- May require commercial license, depending on vehicle type and/or state law.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move up to 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____

Date _____

Manager _____

Date _____