

# DEL109 - Delivery Driver

**EMPLOYEE:**

**HOURS:** Normal 5-day workweek will include hours as scheduled by the Supervisor.

**REPORTS TO:** Driver Supervisor.

**PAY:** This is an hourly position with Activity Based Compensation.

**SUMMARY:** Under the direction of the Driver Supervisor, this employee ensures the prompt delivery of product to Sysco customers. Other members of the Operations management team may also direct this employee's work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

- Deliver product to locations designated by the customer.
- Follow all credit terms and collect on COD's.
- Pick-up unwanted product that has a pick-up slip or prior office approval.
- Deliver all returns to their proper place in the warehouse. Ensure they are written on the return sheet.
- Complete all reports and forms properly.
- Check with Transportation department upon completion of route for any special runs.
- Maintain an accurate trip log to submit to the Transportation Department daily.
- Notify Transportation Department, at least two hours, before reaching D.O.T. maximum hour limit.
- Continually inspect the vehicle and equipment for any damage. Report any damage immediately.
- Maintain all company equipment as necessary while on route: fuel, oil, etc.
- Keep advised of road conditions and plan trip accordingly.
- Supervise the loading of product and comply with vehicle weight limitations.
- Attend all Transportation meetings.
- Adhere to all policies and procedure as outlined in the Employee Handbook and Operations Manual.
- May perform other Driver jobs as necessary to meet business needs.

**EDUCATION and/or EXPERIENCE:** High School Diploma / G.E.D., or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired; one to three months' related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess or have the ability to possess a valid Class A CDL with a "clean" driving record (# of moving violations defined by company standards).

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. All DOT regulations regarding any special vision requirements must be met. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds, and on an occasional basis and push or pull up to 300 pounds. On average, a daily route may require the employee to lift or move an average of 700 cases weighing 40 lbs. each (28,000 lbs. total).

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee is frequently exposed to extreme cold and vibration. The noise level in the work environment is usually moderate.

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

**EMPLOYEE SIGNATURE:**

**DATE:**