Position Title: Driver, Goods/Materials          February 2006

Position Summary: Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.

- Delivers, loads and unloads products, food and/or equipment as requested.
- May store or install delivered items.
- Maintains a drivers log and present billing forms to designated representatives.
- Collects receipts and follows all Sodexho and client policies as well as those of all regulatory agencies.
- Makes minor repairs to vehicle(s) to keep them in good working order.

Typical Knowledge and Skills: Identify the qualifications to competently perform the 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.

Applies basic skills and may develop additional skills using tools and equipment appropriate for the position. Ability to effectively communicate policies, and/or procedures in a manner easily understood by fellow employees.

Typical Requirements:

- **Education or Equivalent Experience:** High School Diploma or GED or equivalent experience.
- **Supervisor/Managerial Experience:** None
- **Function Specific Experience:** 0 - 2 years of related work experience.
- **Certification Requirements:** Valid state driver’s license required. May require commercial license depending on vehicle type and/or state law.

Supervision: Identify the level of supervision received and provided.

**Supervision Received:** Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks.

**Supervision Provided:** None.

Working Conditions: Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).

Work is performed in an area that is adequately ventilated.

Physical Demands: Work is sedentary in nature and requires prolonged periods sitting. Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more.