Quaker Valley Foods, Inc.

JOB DESCRIPTION

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| Job Title: Truck Driver (Class A or Class B) | Occupation Code: |
| Department: Transportation | Salary Grade: |
| Reports To: Transportation Manager |  Exempt ⌧ Non-Exempt |
| Positions Supervised: 0 | Location: Philadelphia, PA |

**Position Summary**: Responsible for driving a tractor-trailer in compliance with applicable federal, state and local laws and regulations as well as company policies and procedures to transport various materials in a safe and timely manner. Must have a clean MVR and CDL Class A license (or Class B when specified).

**Duties:**

* Deliver goods while operating a tractor-trailer truck
* Load and unload cargo.
* Report to a dispatcher any incidents encountered on the road.
* Follow all applicable traffic laws.
* Inspect their trailer before and after the trip, and record any defects they find.
* Follow accident procedures if an accident occurs.
* Report serious mechanical problems to the appropriate personnel.
* Get goods to client on time.
* Maintain log of trips.

**Qualifications:**

* Must have a current CDL Class A license (or Class B when posted).
* Must have a clean MVR
* Must have at least 2 years of on the road experience driving a tractor-trailer
* Ability to read letters and numbers in English and perform simple math.
* Must be able to bend and lift weights of 25-100 lbs.
* Must be able to follow directions and work independently.
* Requires high degree of attention, skill, and dexterity in the use of a pallet jack
* High school diploma/General Education Degree (GED) preferred
* Ability to follow written or verbal instructions.

**Physical/Mental Demand Analysis:**

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| Physical Requirements: | Ability to sit, drive, stand, traverse. Agility, arm/wrist/hand movement. Moderate walking, standing, and/or climbing; lifting and carrying, stooping, bending, kneeling, and reaching. |
| Visual Requirements: | Visual acuity. |
| Hearing Requirements: | Normal hearing/listening |
| Working Conditions: | Driving a refrigerated truck. Working around moving objects or vehicles.  |
| Mental Power: | Ability to make decisions that are varied. Ability to operate within established policies, procedures, and schedules. Able to multi-task and meet deadlines.  |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

As a representative of Quaker Valley Foods, all comments, attitudes, actions, and behaviors have a direct effect on the organization’s image and perceptions of quality service. Interaction with visitors, coworkers, supervisors, and other employees must be friendly, supportive, courteous, and professional. This behavior will promote an atmosphere of teamwork congruent to our values, vision, and strategic objectives.

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description.

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| Employee: | Date: |
| Manager: | Date: |
| HR Manager: | Date: |

The above description reflects details considered necessary for compliance with the Americans With Disabilities Act (ADA) and for the purpose of job evaluation. The details shall not be construed as a description of all work requirements that may be inherent in the job, nor are they to be construed as giving exclusive title to each duty enumerated.

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