

## **JOB POSTING 2024-25**

### **Internal & External**

**Position:** Driver

**Status:** Casual

**Work Sites:** Programs & Services

**Shifts:** Wednesday, Thursday, Friday

**Wage/Salary:** Grid Level 6 Wage \$23.73

**Posting Date:** April 12, 2024

**Closing Date:** April 19, 2024

This position is open to all staff and evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

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### **JOB DESCRIPTION:**

Under the direction of the Chef & Community Food Services Manager, the Driver works primarily in the Food Rescue program for the Under One Roof Food Hub. The Driver operates the refrigerated truck to pick up, transport and unload food and other donated items.

To be successful in this role, this individual should show a:

- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Comfort with using common computer programs.
- Demonstrated ability to take direction from others and provide guidance to others.
- Demonstrated ability to understand and maintain appropriate workplace boundaries.
- Involves lifting and carrying heavy boxes, crates, bending, twisting. Works in all weather conditions.



## TASKS AND RESPONSIBILITIES

- Safely operates the van or truck to pick up food and donations from specified locations and deliver it to the Under One Roof facility.
- Follows the prescribed pick-up and delivery schedule
- Ensures donations are safely and securely placed in the vehicle.
- Performs routine inspection on the vehicles. Fuels and cleans the vehicle. Recommends vehicle repairs and maintenance and may schedule vehicle repairs and maintenance.
- Maintain vehicle operations records such as trip logs, maintenance and inspection logs and checklists.
- Directs and assists volunteers in the loading and unloading of the vehicle.
- Liaises with food donors such as grocery stores.
- Provides guidance and assistance in methods and procedures to volunteers
- May participate in the planning of the route
- Assist staff and volunteers with sorting donations of food and other items, entering items into inventory, and storing items.
- Supports the Market (Squamish Food Bank) during operational hours.
- Other duties related to the support of community food programs.

## QUALIFICATIONS AND EXPERIENCE

- Minimum two years previous experience working with volunteers or equivalent experience.
- Experience and comfort driving a large vehicle in all weather conditions.
- Current certification in First Aid/CPR and Food Safe.
- The successful candidate will be subject to a Criminal Record Check.
- Valid Driver's License and clean Driver's Abstract.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Human Resources quoting the **Posting No. & position in the subject line**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

For more information on the various focus areas please contact [info@shhs.ca](mailto:info@shhs.ca) and we will send you a more detailed job description.

**Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.**