



## Job Posting: 2025 – 01

### Internal & External

<b>Position:</b>	<b>Driver</b>
<b>Status:</b>	<b>Casual</b>
<b>Work Site:</b>	<b>Under One Roof</b>
<b>Department:</b>	<b>Community Foods Service Department</b>
<b>Grid level:</b>	<b>Grid Level 6, Step 1</b>
<b>Wage:</b>	<b>\$ 23.73/hour</b>
<b>Posting Date:</b>	<b>January 15, 2025</b>
<b>Closing Date:</b>	<b>Open until position is filled</b>

Be part of our inspiring mission-driven team at Squamish Helping Hands Society.

We are a registered charity operating in the Sea to Sky region, based in Squamish. We believe in being part of a community where everyone matters, and where housing and access to food are human rights.

Ultimately, we want to create “a safe and healthy community for all”. We feel we can only do that by meeting people where they are and helping them to create capacity building plans for themselves leading them to where they want to go. We are a community where we believe that everyone has something to contribute, and that consequences help inform our choices.

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

Squamish Helping Hands Society 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.

Interested individuals should apply by providing a **resume and cover letter** to SHHS Management Team at [hr@shhs.ca](mailto:hr@shhs.ca) quoting the **Posting No. “2025-01” and the Position “Casual Driver”**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

### **JOB DESCRIPTION:**

Drivers at Squamish Helping Hands Society primarily work in the Food Rescue program for the Under One Roof Food Hub. All Drivers report to the Food Services Manager. They operate the refrigerated truck to pick up, transport and unload food and other donated items.

### **TASKS & 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 inspections on the vehicles. Fuels and cleans the vehicles. Recommends vehicle repairs and maintenance and may schedule vehicle repairs and maintenance.
- Maintains 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.
- Participates in the route planning.
- Assists staff and volunteers with sorting donations of food and other items, entering items into inventory, and storing items.

### **SKILLS AND ABILITIES:**

- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to use common computer programs.
- Demonstrated ability to take direction from others and provide guidance to others.
- Demonstrated ability to understand and maintain appropriate workplace boundaries.
- Ability to lift and carry heavy boxes and crates.
- Ability to work in all weather conditions.



### QUALIFICATIONS AND EXPERIENCE:

- Minimum of 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.

### WORKING WITH US YOU CAN ENJOY:

- An amazing, friendly, and emotionally intelligent team.
- A great community – Squamish is for the adventurous.
- Free meals on site.
- Casual dress policy.
- A wonderful new facility.