

**JOB TITLE: Driver**

About Us: Squamish Helping Hands Society is a registered charity providing food, shelter and support services to individuals and families in the Sea to Sky region who are living with or threatened by homelessness. We believe in being part of a community where everyone matters and no one should have to choose between food and shelter.

We take a collaborative approach to building community solutions that assist our clients in their transition from homelessness to housed. Our team members support our values of respect, dignity, equality, diversity, and mutual contribution.

Job Summary: The Driver works primarily in the Food Rescue program for the Under One Roof Food Hub. The Driver reports to the Food Services Manager. The Driver operates the refrigerated truck to pick up, transport and unload food and other donated items.

Specific Duties & 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 such as lights, fluid levels, tire pressure. 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.



SQUAMISH
HELPING HANDS



UNDER ONE ROOF

Qualifications:

- 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

Skills and Abilities

- 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.

JOB CLASSIFICATION:

Truck Driver

Grid Level: 6

This is a bargaining unit position whose incumbent will be a member of the BCGEU.