



## Job Posting

**Position Title:**

Delivery Driver Trainee

**Hours:**

30 hours per week until March 29<sup>th</sup> 2019

**Number of Positions Available:**

Two (2)

**Pay:**

\$18.00 per hour

**Organizational Profile:**

North York Harvest food Bank is the primary food bank for northern Toronto, distributing more than two million pounds of food last year through 77+ neighbourhood programs. An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our efforts are focused in three major areas; developing community food programs, creating public awareness about hunger and its causes and engaging the community in deciding how best to meet its food needs.

**Position Summary:**

The Delivery Driver Trainee will ensure consistency in the pickup of food for the warehouse and delivery of food to our member agencies.

**Reporting Relationship:**

The Delivery Driver Trainee reports to the Warehouse Lead.

**Key Learning and Final Trainee Responsibilities:**

- Read and apply principles of the North York Harvest Food Bank's Driver Manual to daily routine
- Meets agency, donor and North York Harvest Food Bank customer service standards while delivering orders and picking food donations in a safe, courteous and professional manner.
- Promotes and maintains good customer relations.
- Capacity to drive all NYHFB trucks to pick up and delivery sites in the Toronto / North York areas
- Proper and safe loading and unloading of the vehicle including weight restrictions and lifting devices
- Assist 1-2 driver assistants with loading and unloading of food items Takes an active role in communicating customer feedback to Warehouse Lead for NYHFB, including customer complaints, requests, returns, performance and potential opportunities
- Ensure that all stops are recorded using handheld smartphones and/or with paperwork being completed in full and handed in at the end of every shift
- Perform daily vehicle circle check and safety inspection, documenting and reporting issues in accordance NYHFB policies and government regulations





**Key Learning and Training Responsibilities (continued):**

- Ensure his / her drivers' license is up to date at all times, will report any and all infractions, tickets and accidents received both on and off duty that will affect his/her driving record
- Enthusiastically participate in on and off-site special events
- Performs Warehouse Support responsibilities when not engaged in primary responsibilities
- Other duties and responsibilities as assigned by the Warehouse Lead

**Qualifications**

- Clean driver's abstract (*Copy to be provided*)
- Class "G" license (*Copy to be provided*)
- Ability to lift 50 pounds
- Team player
- Excellent communication and organizational skills
- Ability to work evenings and weekends as required
- Computer proficiency in common office applications (e.g. Word, Excel, PowerPoint)

Email cover letter and resume to [ryan@northyorkharvest.com](mailto:ryan@northyorkharvest.com) at:

North York Harvest Food Bank,  
116 Industry St, Toronto, Ontario, M6M 4L8.  
[www.northyorkharvest.com](http://www.northyorkharvest.com)  
Attention: Ryan Noble, Executive Director

Please quote the position title in the subject line of your email.

**Applicants must:**

- Identify as from a First Nation, Métis or Inuit background
- Be registered with Miziwe Biik Aboriginal Employment and Training
- Be a resident of the GTA

Job offers are contingent upon proof of insurability and reference checks.

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups.

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

