



Warehouse Associate and Driver

North York Harvest Food Bank is hiring a Warehouse Associate and Driver, to work with us on a 6 month contract. The driver and warehouse associate ensure that all assigned orders are delivered and all assigned donation pickups are completed as scheduled each day. The driver is responsible for the cleanliness, road-worthiness and safe operation of any NYHFB vehicle that they drive. When not driving, the position will also support the general operations of the NYHFB warehouse and distribution organization, by packing orders, unloading deliveries, managing inventory and assisting with any other operational needs.

Reporting

The position will report to the Operations Line Manager – Warehousing and Distribution

Key Responsibilities

Driving and Vehicle Maintenance

- Reviews the daily delivery and pickup schedule and discusses any changes with the Operations Line Manager – Warehousing and Distribution and/or the Operations Line Manager – Scheduling and Planning
- Performs all daily inspections of assigned vehicles and ensures that it operates safely
- Follows all relevant regulations while driving
- Records all pickup locations and weights in Trello and any other NYHFB databases and visual tools, and communicates any issues to the Operations Line Manager – Warehousing and Distribution
- Provides excellent customer service for all deliveries and donation pickups

Warehouse Support

- Unloads donations from trucks at the NYHFB warehouse
- Labels received inventory and moves to appropriate shelving
- Packs orders in a timely manner, ensuring that they are accurate, securely wrapped, safely stored and tailored to agencies' needs where possible
- Weighs incoming weights and records in relevant NYHFB databases and visual tools
- Loads both trucks and ensures all items are included

Mentoring and Management

- Provides role modelling for all staff, students and volunteers with a focus on health and safety, visual management, continuous improvement and workplace learning

Other Duties as Assigned

Key Requirements

- Punctuality and time management
- Able to communicate openly and honestly with all line management
- Ability to use electronic tools and databases
- Valid G-level Ontario Driver's License and clean driving record
- Successful completion of Vulnerable Sector Screening is an asset



North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups. We recognize a range of lived and work experience as being valuable to our work and encourage interested parties to apply.

Terms:

6 month contract

\$16-\$18 per hour depending on qualifications

Please submit a cover letter and resume to Sahar Ghafouri, sahar@northyorkharvest.com by Friday Nov 16th, quoting job title in subject line. We are accepting applications on a rolling basis.

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted. North York Harvest Food Bank, 116 Industry St, Toronto, Ontario, M6M 4L8. www.northyorkharvest.com