



## **Driver and Warehouse Associate**

North York Harvest Food Bank is hiring a Driver and Warehouse Associate. The Driver and Warehouse Associate ensures that all assigned orders are delivered and all assigned donation pickups are completed as scheduled each day. The Driver and Warehouse Associate 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, loading unloading deliveries, managing inventory and assisting with any other operational needs.

### **Reporting**

The position will report to the Director, Operations

### **Key Responsibilities**

#### ***Driving and Vehicle Maintenance***

- Reviews the daily delivery and pickup schedule and discusses any changes with the Operations Line Management team or Operations Administration staff
- 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 Management team and Operations Administration staff
- 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
- Adheres strictly to NYH's covid-specific and other health and safety protocols including but not limited to: handwashing, sanitizing vehicles, distancing, mask wearing, reporting any incidents or breached of protocol

#### ***Other Duties as Assigned***



### Key Requirements

- Punctuality and time management
- Experience driving trucks and vans of different sizes, in particular Commercial Vehicles
- Able to communicate openly and honestly with all line management
- Able to offer excellent customer service, positive attitude essential
- Active member of a well-functioning team, willingness to chip in where needed is essential
- Valid G-level Ontario Driver's License and clean driving record
- Able to lift up to 35 lbs
- 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:

Full time, permanent (37.5 hours per week) \$20-\$22 per hour plus benefits

Please submit a cover letter and resume to Sahar Ghafouri, [sahar@northyorkharvest.com](mailto:sahar@northyorkharvest.com), 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.