



**Position Title:** Driver and Warehouse Associate

**Department:** Operations

**Reports to:** Transportation and Distribution Manager

**Direct Reports:** N/A

**Organizational Profile:**

Since 1985, North York Harvest Food Bank (NYHFB) has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions. We believe in access and inclusion, collaboration, integrity, and excellence.

**Position Summary:**

North York Harvest Food Bank is seeking a Driver and Warehouse Associate. This role ensures that all assigned deliveries and donation pickups are completed each day. The Driver and Warehouse Associate is responsible for the cleanliness, road-worthiness, and safe operation of any NYHFB vehicle they drive. When not driving, this position supports general warehouse operations by packing orders, loading/unloading deliveries, managing inventory, and assisting with other operational needs.

**Hours:**

37.5 hours per week

**Compensation:**

Salary range: \$50,731 – \$59,684 annually includes: Comprehensive extended Health and Dental Benefits (after 3 months), defined benefit pension plan and three weeks paid vacation.

**Responsibilities & Duties:**

***Driving and Vehicle Maintenance***

- Review the daily delivery and pickup schedule and discuss any changes with the Operations Line Manager – Transportation and/or Operations Administration staff
- Perform daily inspections of assigned vehicles and ensure safe operation
- Follow all relevant driving regulations



- Record pickup locations and weights in Trello and other NYHFB systems; communicate any issues
- Provide excellent customer service for all deliveries and donation pickups

#### ***Warehouse Support***

- Unload donations from trucks at the NYHFB warehouse
- Label received inventory and move items to appropriate shelving
- Pack orders accurately and securely, tailored to agency needs where possible
- Weigh incoming inventory and log in NYHFB systems
- Load trucks and confirm all items are included

#### ***Mentoring and Management***

- Role model safe and effective practices for staff, students, and volunteers
- Promote workplace learning, visual management, and continuous improvement

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

#### **Key Requirements:**

- Punctuality and strong time management
- Experience driving trucks and vans, especially Commercial Vehicles
- Open, honest communication with line management
- Strong customer service skills and positive attitude
- Team player willing to support across roles as needed
- Valid G-level Ontario Driver's License and clean driving record
- Ability to lift up to 35 lbs repeatedly

#### **Education:**

- No formal education required. Relevant experience, reliability, and a strong work ethic are valued.

#### **Work Environment and Conditions:**

- Full-time, in-person position
- Evening and weekend work may be required
- Primarily on the road and in the warehouse, with regular travel between NYHFB and partner sites
- Includes outdoor work such as loading and unloading vehicles
- Must adhere to NYHFB Health and Safety protocols at all times

**Physical and Sensory Demands:**

- Extended periods of driving and physical activity
- Frequent lifting, bending, twisting, and standing
- Regular loading/unloading of goods and warehouse duties
- Ability to lift up to 35 lbs / 16 kg repeatedly
- Use of warehouse tools and equipment (e.g., fork lift)
- Exposure to various weather conditions and temperatures
- Exposure to household products, food items, and scents during donation handling

**How to Apply:**

Please submit a cover letter and resume to: Ganzo Chimedtseren, Transportation and Distribution Manager. Email: [ganzo@northyorkharvest.com](mailto:ganzo@northyorkharvest.com). Deadline: Friday, July 11, 2025

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity-deserving groups. We recognize that lived experience is as valuable as formal education and encourage current members of the NYHFB community (employees, volunteers, community partners, and/or clients) to apply. We strive for a workplace that reflects the diversity of the community we serve.

NYHFB has an accommodation process in place. Applicants requiring accommodation due to a disability or medical need are encouraged to make their needs known in advance. Information related to accommodation requests will be treated confidentially.

We thank all applicants for their interest. Only those selected for an interview will be contacted.