



JOB DESCRIPTION DRIVER/WAREHOUSE WORKER

Reports to:

The Warehouse Manager or designate.

Position Summary

This position is responsible for the operation of the organization's vehicles (but not limited to) as follows: (1) 2008 International 4300 (D Licence), (2) GMC Savana 2500 utility van, and (3) Hino Truck along with combined warehouse support which encompasses, equipment and facility duties.

As a representative of Hamilton Food Share you are expected to interact with donors, the public and suppliers in a positive and respectful manner.

Job Requirements:

- G licence/D licence
- Current and maintain clean driving record (3-year driver record abstract is obtained from the Ministry of Transportation)
- Forklift License (current)
- Police Check Clearance (re: working with vulnerable sector)

Key Responsibilities

Driver Responsibilities:

- To maintain a clean driver's abstract at all times and to adhere to all road and transportation safety regulations.
- Perform daily vehicle circle checks and submit inspection reports to the Warehouse Manager.
- Complete daily log (trip sheet) which documents kilometers, shipment, and pickup activities, and log all mechanical and vehicle concerns.
- Ensure safe loading and off-loading of the vehicles.
- Ensure safe handling and transportation of fresh and frozen foods by utilizing the truck's correct reefer temperature.
- Cleaning and maintenance of the vehicles.
- Additional hours may be required during weekdays, weekends and evenings i.e. to attend special events where vehicle is needed.
- Other duties as assigned.

Warehouse Responsibilities:

Provide support in all aspects of the facility maintenance and food recovery program.

- Instructing and working with volunteers.
- Packing and sorting.
- Product breakdown and documentation.
- Building agency skids and invoicing responsibilities as instructed.
- Manual loading (*while minding the vehicle's gross vehicle weight rating (GVW)*) and off-loading of product by way of hand bombing to and from various sized agency vehicles such as cars, vans, and pickup trucks.
- Mechanical loading (*while minding the vehicle's GVW*) and off-loading skids of product from dock level trucks and transports by way of operating a pallet mover.
- Working in an industrial cooler and freezer.

- Cleaning and maintenance of warehouse, equipment and outside property to include, but not limited to: sweeping, painting, garbage removal and snow removal of immediate dock area and walkways.
- Operation and maintenance of electrical overhead doors and hydraulic dock plate dock.
- Complete inspection reports during circle checks of warehouse equipment.
- Licensed operation of manual and electric pallet movers and forklifts.
- Warehouse responsibilities may increase during the absence of other warehouse employees.
- Additional hours may be required during weekdays, weekends and evenings.
- Other duties as assigned.

Working Conditions/Environment

This position requires visual acuity and manual dexterity when operating motor vehicles and warehouse equipment. The work is physically strenuous and demanding and involves frequent walking and sitting with the ability to lift/carry (up to 50 pounds), pull/push and manage heavy equipment and objects such as manual pallet movers/skids.

Work is performed both inside and outside. The driver must be able to perform duties under adverse weather conditions. Inside work can also expose the worker to some extreme temperatures when working in the cooler/freezer.

Salary and Benefits

Salary range is commensurate with skills and experience. An excellent benefits package is included within a healthy and respectful workplace.

How to Apply

Please submit your cover letter and resume (electronically only and preferably as a single PDF document) to hr@hamiltonfoodshare.org. No phone calls please. This position will remain open until a suitable candidate is found.

Hamilton Food Share is an equal opportunity employer. We greatly appreciate your interest in applying for this position, however only successful applicants will be contacted for an interview.