

This position is made available through a Canada Summer Jobs (CSJ) grant. The applicant must meet the eligibility requirements listed to be considered for the position.

This position will be responsible for making pickups and deliveries in vehicle(s) rated for a driver with a G class licence, accompanying the warehouse driver as required to assist with loading and unloading the refrigerated truck or utility van combined with general labor in the warehouse facility. This position reports to the Warehouse Manager.

Job Duties

- Making pickups and deliveries in vehicles that can be driven by a driver with a G class licence
- Loading trucks and vans for distribution
- Operation of a forklift and pallet mover (training provided)
- Sorting and stacking food products and following proper practices for perishable food products (include FIFO-First in First Out)
- Working in various environments, warehouse, industrial cooler and freezer
- Pallet breakdown, inventory controls and documentation
- Interfacing with other non-profit organizations and donors
- Maintenance including maintenance duties of facility and equipment, including reporting on repairs and potential concerns
- Check vehicles before driving them to ensure that mechanical, safety, and emergency equipment is in good working order
- Accompanying the warehouse driver as required to assist with loading and unloading HFS vehicles
- Safe loading and offloading of vehicles
- Operate overhead doors, hydraulic dock plate and pallet movers
- Warehouse sweeping, cleaning, and garbage removal as required
- Act as a positive interface with other organizations and donors
- Record and maintain required documentation including driver logbook, if applicable
- Communicate effectively with the public, customers, and co-workers both verbally and in written form
- Perform periodic inspections before, during, and after delivery to ensure that loads are properly fastened down and secure
- Ensure that any debris caused by the loading/unloading of truck is cleaned up
- Provide feedback to supervisor regarding customer problems, mechanical problems, or delivery problems

Requirements

- Valid G licence
- Clean Driver's Abstract
- Ability to take direction
- Must be able to address multiple demands simultaneously
- Ability to work independently as well as part of a team
- Steel toed safety boots (reimbursed by HFS)

Eligibility

Must meet eligibility requirements for the Canada Summer Jobs initiative:

- be between 15 and 30 years of age at the start of the employment;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Working Conditions

- The work can be physically strenuous and demanding and may involve frequent walking and sitting
- Will require the ability to lift/carry (up to 40 pounds), pull/push and manage heavy equipment and objects such as manual pallet movers/skids
- May be exposed to some extreme temperatures when working in the cooler/freezer

Hourly Rate: \$15.85

Start Date: ASAP

End Date: August 30, 2019 with the possibility of extension or permanent

How to Apply

Please submit your cover letter and resume (electronically only and preferably as a single PDF document) to: deborah@hamiltonfoodshare.org

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.