



JOB POSTING Driver 0.4 FTE TERM

POSITION TITLE: Driver
LOCATION: 661 Main Street
REPORTS TO: Food & Nutrition Manager
STATUS: 0.4 FTE (32 hours bi-weekly), Term until March 31, 2022
HOURS OF WORK: Days, 2 week rotation:

Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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POSITION SUMMARY

In accordance with Main Street Project Inc.'s (MSP) mission, goals, policies and procedures, the Driver performs in a physical, fast-paced environment involving driving, continual lifting, lowering and carrying packages in a safe and timely manner to various locations. The driver practices safe transportation methods while traveling to and from destinations.

KEY RESPONSIBILITIES

- Load and unload perishable and non-perishable food donations, medical supplies, harm reduction supplies and other items while applying Safe Transport Rules (Appendix B) from MSP trucks, vans and/or vehicles.
- Place delivered goods in appropriate refrigerated and/or storage areas.
- Unload, pick up and deliver items in an organized and timely manner in accordance to the schedule.
- Represent MSP in a positive, professional and ethical manner at all times.
- Treat all with respect and courtesy.
- Ensure vehicle is clean at all times.
- Advise maintenance manager of vehicle maintenance requirements and complete daily vehicle inspection log
- Document mileage, gas up's, oil changes, and other maintenance in maintenance log.
- Adhere to safe driving habits and provincial safety regulations, standards, and traffic laws obeyed.
- Adhere to the Working Alone plan
- Other duties as assigned

QUALIFICATIONS

- Prior experience in a driving role is considered an asset
- Excellent verbal and written communication skills
- Reliable, punctual, and dependable in fulfilling position obligations
- Attention to detail and ability to complete tasks independently
- Demonstrates adaptability and flexibility to changing needs and tasks
- Excellent customer service skills, ability to interact professionally with staff, visitors, clients and management
- Ability to adhere to safe driving habits and provincial safety regulations, standards, and traffic laws.
- Ability to lift and carry items between 30 and 50 lbs.
- Ability to reach, stretch, bend, and sit for long periods of time.



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ADDITIONAL REQUIREMENTS

- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and a Clear Adult Abuse Registry Check are required. Employee is responsible for any service charges incurred.
- Valid class 5 driver's license
- Drivers Abstract
- Proof of being fully vaccinated against COVID-19 is required unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the Canadian Human Rights Act.

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying. Please include your current availability.

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume & Cover Letter
Subject Line	Driver

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve.

Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications. We thank all applicants but only those selected for an interview will be contacted.