



WAREHOUSE DRIVER (D OR G)

Do you believe everyone should have access to healthy food, and that food can be a powerful tool for connecting people and building better health and a stronger community? The Food Bank of Waterloo Region is looking for a motivated, hard-working and dynamic Warehouse Driver to join our team.

Who You Are:

The Food Bank of Waterloo Region has an immediate opening for an individual who is excited to make a difference and help support The Food Bank's mission to obtain and distribute emergency food from our neighbours to our neighbours. You will act as an ambassador for the organization, maintaining positive relationships with food donors and our partners. You will be committed to maintaining a clean driving record, following safe operating procedures at all times and providing exceptional customer service. You will be as comfortable working independently as you are connecting with people face-to-face. You are energetic, have a good sense of humour and enjoy working with a team to get the job done.

Start Date: September

Salary: Commensurate with experience

Application Deadline: September 6, 2019

Attributes:

- Ability to prioritize and multi-task
- Superior attention to detail and accuracy
- Hard-working and takes initiative
- Thrives in a fast paced environment
- Team player with a positive attitude
- Able to work independently with minimal supervision
- Good verbal and written communication skills

Who We Are:

Established: 1984

Employees: 24

The Food Bank of Waterloo Region is dedicated to meeting the needs of the community and ensuring no one goes hungry. Through community partnerships, The Food Bank of Waterloo Region acquires and distributes food to 100+ local community agencies and food programs.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package and accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

The Position:

Reporting to the Manager, Transportation & Logistics this position will be required to split time between driving responsibilities such as picking up food from food industry donors and delivering food to participating local partners, and being in the warehouse supporting operational tasks. In this role you will work effectively with donors and food banks to coordinate deliveries, on site logistics and trouble shooting. This role is responsible for a variety of tasks within the warehouse including: food handling, record keeping, customer service, monitoring vehicle maintenance and using both a handheld device and computer to make entries into an inventory system.



Responsibilities include:

- Regular driving ensuring timely and proper transportation of food
- Daily vehicle inspection
- Assist with special events both onsite and offsite
- Loading product onto trucks/vehicles
- Receive, unload and put away incoming products into inventory
- Work to maintain a clean and organized warehouse
- Ensuring the inventory system is up to date when receiving, moving, picking or loading product
- Coordinating tasks and help support volunteers
- Assist with general warehouse operations as required

**The organization is currently in transition and will be adding extended hours to meet the growing and changing needs of the community. This role will transition to working Tuesday to Saturday noon – 8pm. Due to the nature of the organization it is understood that irregular hours and hours above and beyond are included in your salary, but shall not exceed guidelines of the Employment Standards Act.*

Experience & Qualifications:

- Valid Ontario D or G license
- Physically able to lift 30lbs up to 80lbs on a regular basis
- A clean driver abstract
- Forklift certification including reach truck
- 2-5 years of relevant warehouse experience
- 2-5 years of experience driving a straight 20'-24' truck
- Familiarity with warehouse processes and inventory management systems is an asset

Transformational Impact at The Food Bank of Waterloo Region:

- **34,408** individuals served by the Community Food Assistance Network in 2017
- Acquire & Distribute **4,523,167** pounds of food annually
- **220** food hampers are distributed every day in Waterloo Region
- In 2017, **587,822** meals were served by community meal programs
- **1,600** community meals are distributed every day
- Nearly **40%** of households seeking food assistance are families with children

Please submit your resume and cover letter, including salary expectations, no later than September 6, 2019 to:
[***hr@thefoodbank.ca***](mailto:hr@thefoodbank.ca)

No phone calls please. Only candidates selected for an interview will be contacted.