

WAREHOUSE AND MOBILE PANTRY DRIVER

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 and Mobile Pantry 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 while picking up or delivering goods. You will also transport fresh, frozen, and non-perishable goods from The Food Bank of Waterloo Region to neighborhood locations to deliver food assistance in partnership with agency 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 and with a team. You are energetic, welcoming, and enjoy interacting with others.

The Position

Reporting to the Transportation & Logistics Manager, this position will their split time between driving responsibilities such as picking up food from food industry donors and delivering food to participating local partners with some warehouse support and transporting goods for our Mobile Pantry Program.

As a Warehouse Driver, you will work effectively with donors and food banks to coordinate deliveries, on site logistics and trouble shooting. Additional tasks may include food handling, record keeping, customer service, monitoring vehicle maintenance and using both a handheld device and computer to make entries into an inventory system.

As part of our team responsible for our Mobile Pantry Program, you will be responsible for safely storing and transporting fresh, frozen, and non-perishable food items from the Food Bank of Waterloo Region to neighbourhoods locations to deliver food assistance service in partnership with agency partners. You will also provide customer service to the community

members in need of assistance at neighbourhood locations as they walk through the mobile pantry and select needed food items.

Duties and Responsibilities

- 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
- Interact and answer questions of community members who require food assistance
- Assist with general warehouse operations as required

Qualifications

Experience

- 2-5 years of relevant warehouse and driving experience
- Comfortable with driving different sizes of straight trucks ranging from 12 feet to 24 feet as well as a food truck
- Familiarity with warehouse processes and inventory management systems is an asset

Education or Certifications

- Valid Ontario G license
- Forklift certification and/or experience including reach truck and counterbalance
- A clean driver abstract

Required Skills and Attributes

- Physically able to lift 30kgs (up to 80lbs) on a regular basis
- 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

Hours of Work

The Food Bank is open to the public Monday – Friday 8:30am – 4:30pm however the organization is currently in transition and will be adding extended hours to meet the growing and changing needs of the community. Therefore, this role will transition to working varying shifts and will have start and end times ranging between 8:00 am to 8:00 pm.

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

Application Deadline: Available until filled

Start Date: As soon as possible

We are an equal opportunity employer. We believe that diverse teams perform better and that fostering an inclusive work environment is a key part of growing a successful team. We welcome people of diverse backgrounds, experiences, and perspectives.

The Food Bank of Waterloo Region is committed to accessibility and to protecting the human rights our job applicants during the recruitment process. Should at any point throughout the recruitment process an applicant require accommodation or communication in an alternative format because of a disability please contact Human Resources at hr@thefoodbank.ca or 519-743-5576. We are committed to providing accommodation or alternate formats upon request within a reasonable time period in a mutually agreed upon format.

Please submit your resume and cover letter, including salary expectations on our job board thefoodbank.humi.ca/job-board.

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