

Food Rescue (Yellowknife)

Job Description for Part-Time Casual Pick-up and Delivery Driver (2022)

A part-time driver is needed to fill in for our regular driver approximately 4 to 6 days per month. The driver is critical to the operations of Food Rescue and represents Food Rescue to the employees of our donor stores, our clients, and often the general public and as such must be a positive, visible representative of Food Rescue.

The Driver is responsible for picking up food products and other items from several sectors of the food industry in Yellowknife and delivering these products to the Food Rescue facility and then to its client organizations. This position is offered on a part-time as needed basis, generally 4 to 6 weekdays per month. Hours of work are 9am – 1pm.

The Site Coordinator will be responsible for the employee's day-to-day supervision and assignment of tasks. Performance appraisals will be done by the Site Coordinator and any concerns should be raised to that individual or to the assigned Board Member.

Job Duties:

This position requires a candidate who performs the following duties:

- Pick up donations at a variety of businesses in Yellowknife and return them to the site for inventory. This includes packing items, loading the vehicle, unloading, and putting items in designated areas (58%);
- Organize and pack food for delivery to recipient organizations and unload at recipient locations (32%);
- Load, unload, and move products by hand or using basic handling equipment (percent included above);
- Keep vehicle clean and monitor fuel, tire pressure, fluid level checks, and report any required operating maintenance (2%);
- Assist the Site Coordinator, Kitchen Managers and volunteers with tasks at the Food Rescue site including recycling, garbage disposal and emptying compost (2%);
- Perform other activities as required. This would include returning milk crates to stores, picking up recycling from expeditors, returning beverage containers for reimbursement, snow shovelling etc. Some rodent control (mice) is also required from time to time (6%).

Skill Requirements:

This position requires a candidate, ideally 25 years of age or older who:

- Has a valid Class 5 NWT license

- Has a clean driving abstract
- Has a clean criminal record check
- Is capable of physical labour and repeated lifting of heavy items
- Is dependable
- Is able to interact in a pleasant and respectful manner with business people, clients of recipient organizations and Food Rescue volunteers
- Is able to obtain a vulnerable sector check if requested

Educational Requirements:

This position requires a candidate who:

- Is able to clearly communicate in English, both verbally and in writing
- Is able to conduct basic vehicle checks
- Is self motivated and has good organizational skills
- Is a team player
- Has an interest in volunteer organizations

Work Conditions:

The driver must be prepared to safely operate the vehicle in all kinds of weather and under adverse conditions. The driver must be in good physical condition to bend, stretch, lift, and carry food and other products on a daily basis. The driver will be required to wear a safety vest identified with Food Rescue's logo, which provides appropriate identification to sponsoring and receiving organizations. The driver must follow all directives of the NT Chief Medical Officer and any guidelines put in place by the Food Rescue Board of Directors for operational health and safety.

Wages and Hours:

This position receives an hourly wage, which is paid every two weeks. The salary for this position is \$23/hour.