



## JOB POSTING

Position #:	<b>BCRDRV1</b>
Posting Date:	April 13, 2018
Closing Date:	April 20, 2018
Position	Courtesy Driver – Part-Time
Explanation:	Benefited position – Averaging 21 hrs/week
Hours of Work:	Three days per week; Flexibility Required
Wage:	\$17.28 Hourly
Start Date:	TBD
End Date	N/A

### **Duties:**

Reporting to the General Manager this position provides transportation for residents to and from various appointments and shopping destinations in a company provided vehicle. Provides service in friendly, professional manner and assists with loading and unloading of bags and walkers as requested. Provides a safe and comfortable experience, obeys all speed limits, traffic rules and practices defensive driving techniques. This position is responsible for Emergency Response in the handling of resident medical emergencies that may occur during transport.

### **Qualifications & Skills:**

- A minimum of seven (7) years driving experience, with preference given to candidates with commercial driving experience
- A valid class 4 drivers license unrestricted – i.e. under 25 passengers
- Valid Emergency Level 1 First Aid Certificate and CPR
- WHMIS Certification
- Clean drivers abstract report and safe driving record
- Must be in good health, physically able to perform repetitive tasks, lift, squat, bend, stand and walk as required to perform the duties of the position
- Ability to read, write and speak English proficiently and understands verbal and written instruction
- Clearance to work with vulnerable adults pursuant to the Criminal Records Review Act
- Confidentiality, patience, and an ability to treat staff and residents with respect and dignity
- Good interpersonal skills and ability to effectively interact with the various individuals involved in providing service in a flexible resident focused environment
- Excellent time management and organization skills

### **Personal Competencies:**

- Friendly and professional demeanour
- Demonstrates a commitment to providing the highest quality of customer service
- Patient, hospitable and reliable
- Demonstrated ability to multitask and still maintain focus on priorities

### **AWARDED TO**

Apply to Britta Neumann, General Manager

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