

Truck Driver/Swamper duties

We are seeking a Truck Driver/Warehouse Worker associate to help us feed individuals and families experiencing food insecurities in our community. We receive and distribute thousands of pounds of food per month and our Truck Driver/Warehouse worker is integral to our operation:

Responsibilities for Truck Driver Warehouse Position:

This position is the primary contact between the Food Bank and contributing businesses in the community and is responsible for developing and maintaining positive relations with the staff at these businesses.

Responsibilities include picking up, loading and unloading items, food, and other agricultural products from local businesses.

This position may also be responsible for ensuring that the Food Bank truck and forklift are fueled weekly or as needed and maintained in proper working condition.

- Using the Food Bank truck, pick up contributions from local business and deliver them to the Food Bank warehouse.
- Possesses and maintain a valid British Columbia Class 5 Drivers License and clean drivers abstract, have experience and ability to operate a 3-ton vehicle.
- 4 hours of training on trucks will be provided
- The driver's abstract must be updated on a yearly basis.
- Ability to lift 50+ lbs. repeatedly over prolonged periods of work.
- Using the Food Bank forklift, or other means, unload contributions from the truck.
- Weigh all incoming contributions and record weights by product.
- Check and record temperatures of all frozen or refrigerated products.
- Distribute contributions to the appropriate area of the Food Bank warehouse for processing.
- Operate the truck for other purposes as assigned.
- Complete a pre-trip and post-trip inspection of the truck and complete the daily truck logbook.
- Time permitting, assist with other tasks at the warehouse as needed.
- Duties as assigned are subject to change.
- Possess a valid Food Safe Certificate – training will be provided if needed
- Possess a valid First Aid Level One Certificate – training will be provided if needed
- Possess a valid Forklift Certificate – training will be provided if needed.

Qualifications for Swamper or driver assistance

- Excellent people skills and the ability to develop and maintain positive working relationships with staff at local businesses and community organizations, other Food Bank staff and Food Bank volunteers.
- Ability to maintain a high level of physicality for prolonged periods.
- Current experience operating a forklift.
- Experience with software such as word, excel, google sheets and other company programs.
- Must sign a confidentiality agreement.
- Must have a recent criminal record check

- Ability to work independently and collaboratively as part of a team.
- Contribute to and ensure a fun and positive atmosphere is maintained daily.
- Able to work Collaboratively with administration and community effectively.

Health and Safety Protocol:

- NO Alcohol or Drug use tolerated in the workplace. As an employer, you must not assign impaired workers to activities where impairment may create an undue risk. Food Bank will not permit workers to remain at the workplace while their ability to work safely is affected by alcohol, drug, or another substance or condition.
- Proper Footwear (steel-toed boots) while operating the truck and forklift
- Safety vest clothing provided by employer.
- Regular staff meetings will be held weekly
- May be called upon for holiday or sick day coverage.