

JOB POSTING

DZ Driver (3 Month Contract)



Daily Bread's vision is to end hunger in our city and to that end we require both food to assist those experiencing hunger and funds to make sure we can maintain our operations as well as purchase nutritious food. Our DZ Drivers play a critical role in our ability to receive and deliver food to agencies across the city.

Job Title:	DZ Driver
Reporting to:	Transportation Manager
Location:	191 New Toronto Street, Toronto, ON M8V 2E7
Salary:	\$22.98 per hour, 35 hours per week

The Position

This position requires a motivated, professional, energetic person who shares our high standards for customer service and a common desire to create and sustain a healthy, safe and friendly work environment. They will have an understanding and compassion surrounding the issues and challenges faced by those without adequate food and living in poverty with the desire to help make a difference.

Our Drivers are the public face of Daily Bread and are trusted to handle agency deliveries and donor pick-ups with the utmost care and respect. They are responsible for engaging with our member agencies, our donors, their co-workers, and the general public in a friendly and professional manner. They will drive a company vehicle to transport both perishable and non-perishable food items to and from Daily Bread; load and unload through a variety of mechanisms; use wireless POD technology; prepare paperwork and perform daily vehicle safety checks to ensure on road safety.

Responsibilities

- Deliver skids of food to our member agencies on a daily basis.
- Picking up skids or bins of food donations from various locations including grocery stores, schools, firehalls and industry warehouses.
- Returning empty skids, milk crates etc. to vendors.
- Meet agency, donor and Daily Bread customer service standards while delivering orders and picking donations in a safe, courteous, and professional manner. Promotes and maintains good customer relations.
- Take an active role in communicating customer feedback to Daily Bread management team including customer complaints, requests, returns, performance, and potential opportunities
- Proper and safe loading and unloading of the vehicle including weight restrictions and lifting devices
- Ensure that all stops are precisely recorded using handheld smartphones with paperwork being completed in full and handed in at the end of every shift
- Perform daily vehicle circle check safety inspections, documenting and reporting according to company and government regulations
- Ensure his / her Drivers' license is always up to date, will report any and all infractions, tickets and accidents received both on and off duty that will affect his/her driving record

- Enthusiastically participate in on and off-site special events
- Performs Warehouse Support responsibilities when not engaged in primary responsibilities
- Other duties and responsibilities as assigned by the Transportation Manager (e.g. cleaning up the dock, washing the trucks, dump runs, driving employees in the DB Van etc.)

Health & Safety

- Promote a safe and healthy workplace ensuring adherence to legislation and policy
- Participate in health and safety information sessions (safety talks, staff meetings, training, etc.)
- Use or wear the equipment, protective devices or clothing that Daily Bread requires to be used or worn
- Meet the requirements of S. 28 of the Occupational Health & Safety Act

Internal/External Relationships

- Drivers are the “front line” employees for the Daily Bread agencies we deliver to as well as the donors we pick up from. It is important that Drivers appear and behave in a professional manner at all times.
- Drivers are expected to work closely with the Transportation Manager, as well as the warehouse and dock staff to ensure 100% accuracy of orders being delivered and of donations received.

Education/Experience or Equivalent

- Valid AZ/DZ Driver license with 3 to 5 years of continuous AZ/DZ trucks driving experience and a clean abstract
- High school diploma or equivalent experience
- Familiar with the GTA and surrounding area to ensure efficient and timely delivery and pick-up of products
- Experience with Road Net or other computerized fleet management tool is preferred
- Previous warehouse experience and forklift certification is an asset

Key Competencies and Skills

- Friendly, professional and customer focused
- Must be self-motivated with strong conflict resolution and decision-making skills
- Strong ability to work independently or as part of a team
- Organized, strong work ethic and excellent time management skills
- Must enjoy driving and be safety minded
- Ability to lift 50 to 75lbs, and move skids with a manual/electric pump truck
- Must demonstrate safe and efficient driving skills
- Willingness to work within a flexible schedule, including evenings, weekends and occasionally holidays
- Excellent English language skills, both verbal and written with second language an asset

Working Conditions

- All Drivers are required to start and finish their day at the Daily Bread Food Bank, 191 New Toronto Street
- Upon employment, all Drivers will require certification to operate the equipment located at the DBFB (eg, ride-ons, forklifts etc)
- Some heavy lifting required

How to Apply

To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by **November 17, 2020** to Human Resources – hr@dailybread.ca

*Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview. **Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.** Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*