

JOB POSTING

Transportation Coordinator

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 129 member agencies and 205 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

Job Title	Transportation Coordinator
Department	Operations
Reporting to	Assistant Operations Manager
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$ 53,000 to 59,000 per annum, commensurate with experience
Terms:	35 hours a week, Full-Time, Permanent, on-site
Schedule:	Monday to Friday, 9:30 AM – 5:30 PM (requires flexibility)

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and a comprehensive employer-paid benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#).

Other considerations for you:

- 15 days of paid vacation per year.
- Paid sick leave days.
- \$150 Safety Shoes Voucher.
- Active social committee.
- Free on-site parking.
- Free daily lunches when on-site at 191 New Toronto St office.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023 & 2024).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.

Position Function

The Transportation Coordinator is responsible for managing the Daily Bread fleet routing along with any additional 3rd party carriers or support for donations or pick-ups. The Transportation Coordinator will ensure timely deliveries and maintain excellent customer service. The ideal candidate will have exceptional organizational skills, be highly responsive, and possess strong

communication abilities and can think quickly on their feet to adjust when things don't go exactly as expected.

Role Responsibilities

- **Truck Routing:** Utilize Roadnet/TMS to plan and optimize truck routes for efficient and timely deliveries.
- **Loadout:** Daily onsite support and prepare for driver loadout process – ensuring their loads are accurate and ready to ship. This includes creating driver paperwork packages, any communications to agencies, etc.
- **Customer Service:** Provide outstanding customer service by addressing client inquiries, resolving issues, and maintaining positive relationships with member agencies, internal and external business partners.
- **Communication:** Maintain clear, effective and professional communication with drivers, dispatchers, and member agencies to ensure smooth operations. Any communication that is to be shared with the drivers daily based on weather conditions, equipment, updated, etc. will be shared through this role though this role is not responsible for the drivers.
- **Scheduling:** Develop and manage delivery schedules to meet customer demands and company goals.
- **Maintenance:** Responsible for booking trucks in for regular service and working with Ops. Manager to schedule any additional truck repairs, etc.
- **Accountability:** Ensure all transportation activities comply with company policies and regulatory requirements, striving for 100% on-time delivery.
- **Problem-Solving:** Quickly and effectively resolve any transportation-related issues that arise. Knowing when to bring others in to help resolve the issue.
- **Reporting:** Maintain accurate records of routes, deliveries, and customer interactions along with completing the records organized and filed. This includes the truck compliance and fuel records.

Health & Safety

- Meet the requirements of an employee under the Occupational Health & Safety Act.
- Participate in health and safety information sessions and use or wear the equipment, protective devices or clothing that is required by Daily Bread.
- Assist in maintaining daily orderliness and cleanliness, efficiency, and safe operations in accordance with company policies and procedures.
- Monitor volunteers to ensure they are following food safety, operational processes and safety guidelines as set out by management.
- Report all incidents, accidents, property damage and/or work-related injuries to the manager and complete all necessary paperwork.
- Comply with federal, provincial and local warehousing, material handling, and other requirements (i.e., OH&S, food safety policies and procedures); advising management on needed actions.

Internal and External Relationships

- The Transportation Coordinator interacts with staff, individual volunteers and volunteer groups, and donors regularly along with vendors, suppliers, and visitors to the Daily Bread

facility. This role works collaboratively with all to support our greater mission and understands the importance.

Education/Experience

- Proven experience in transportation coordination or a similar role.
- Exceptional customer service skills.
- Highly responsive and able to work in a fast-paced environment.
- Strong organizational and multitasking abilities.
- Excellent communication skills, both written and verbal.
- Proficiency in transportation management software and Microsoft Office Suite.
- Knowledge of transportation regulations and compliance.

Key Competencies

- A team player with a strong customer service focus and consistent high-performance standards.
- Willingness to work in a diverse and inclusive environment, and to maintain a safe space.
- Must be able to read, write and speak fluent English with good oral and written communication skills.
- Must be physically capable of performing manual labour and can repeatedly and safely lift up to 50 lbs throughout the day.
- Solid understanding of health and safety measures within a warehouse environment. Attention to detail and accuracy.
- Positive outlook with a proven work history of being dependable and committed to the work and team.
- Ability to work within tight deadlines and under limited supervision.
- Must adhere to company policies and procedures.

This role is for the existing vacancy.

WORKING CONDITIONS

The Transportation Coordinator works in the Operations Team at 191 New Toronto Street, which is often highly active and noisy, can be dusty, the temperature varies since the area is not climate controlled, and requires time spent in coolers and freezers.

There is the need to assist with the offsite collection of food at trade shows and other Daily Bread special events and to work extra hours when deemed necessary from time to time.

This is a fast-paced and physically demanding job. There can be periods of standing, bending, and stretching; a need to operate a manual and/or power pump truck to move pallets of dry and refrigerated food, may be required along with going into a chilled and freezer areas for short periods of time, and a requirement to lift up to 50 lbs.

How to Apply

To be considered, please submit a resume and cover letter by **Friday, March 14th 2025, 11:59 pm** for the role to Human Resources – careers@dailybread.ca. Please note that applications will be reviewed on an ongoing basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. 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.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.