



NANAIMO MINISTRIES

JOB POSTING

DRIVER – MEAL PROGRAM

Job Classification: Driver
Salary: \$15.34/hr (\$15.84 post probation)
Casual Relief (0-14 hours per week)

JOB PURPOSE:

The Driver provides pick-up and delivery services to donors, clients & customers by exercising safe and careful driving and material handling procedures.

CHARACTERISTIC JOB DUTIES:

The incumbent is responsible for the following range of job duties characteristic, or typical of the job class:

- Ensures the safe and careful handling of all deliveries, donations, kettle & other funds while protecting property, including donations & vehicles
- Takes responsibility for daily and overall safety, maintenance, operation of vehicle, & records of such
- Provides customers and donors with courteous and diplomatic service
- Maintains knowledge of legislative and company policies such as Health & Safety Regulations, provincial and municipal highway traffic acts
- Performs circle checks of trucks and maintains truck logs
- Loads and unloads goods at the warehouse, destinations, and other storage facilities
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties.

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will hold/have:

- Valid Class 5 license with appropriate certification and proof of a clean driving record

Applications will be accepted until the close of business
November 25th 2016

If you are interested in the above position please forward your resume to:

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