



## **Delivery Driver (Part-time: 1 day per week)**

**Temporary contract position – available immediately**

6.0 hours, one day per week (Tuesday)

Feb 6 to April 30, 2024

\$19.50 per hour, plus 4% vacation pay

### **Position Description**

The Delivery Driver, under the guidance of the Warehouse Manager, will professionally, safely and courteously deliver boxes of food to schools across Kingston one day per week using the organization's cargo van. The position operates on Tuesdays as part of a specific delivery schedule.

### **Organization**

*The Food Sharing Project* (FSP) is a registered Canadian charity that has been operating for almost 40 years. FSP provides nutritious food to 88 schools across KFL&A to support their in-school breakfast, lunch and hearty snack programs. An average of 5 tonnes of food, valued at over \$20,000, is packed and delivered each week, throughout the school year.

### **Tasks and Responsibilities**

- Safely pack, load and deliver boxes of food and milk crates.
- Safely operate a cargo van in a variety of weather and traffic conditions.
- Represent the organization professionally.
- Deliver boxes of food to schools across Kingston.
- Retrieve empty boxes and milk crates to be returned to the warehouse.
- Keep vehicle clean and tidy.
- Assist with other warehouse tasks on occasion.

### **Position Requirements**

- Physically able to lift and carry boxes of food, milk crates, and other items, up to 25kg, and to operate regular warehouse equipment, such as pump trucks and dollies.
- Physically able to load and drive delivery van, and to unload, transport, and deliver food to school entrances, in a variety of weather conditions and situations.
- Excellent driving record.
- A positive attitude and respect for others.
- Problem-solving skills.
- A focus on safety.
- Safety footwear.

## Terms and Conditions

- 6.0 hours each Tuesday, working 8:30am to 3:00pm except for as below:
  - The employee will work on Tuesdays only, except for weeks with a Monday Statutory Holiday, when the shift will be switched to Wednesday.
  - The employee will not deliver the week preceding and the week of March Break.
- The employee is entitled to one 15-minute paid break, and one 30-minute unpaid meal break – the employee may choose to take their unpaid meal break in two 15-minute periods, as per the Employment Standards Act.
- Rate of pay \$19.50/hour, plus 4% vacation pay in lieu of paid vacation time.
- The position will start immediately and will continue until April 30.
- There is a possibility of extension to the end of the school year in June.
- Must provide a satisfactory criminal police information check (CPIC) which includes vulnerable sector screening (VSS)
- Must complete training required as part of orientation, e.g. AODA customer service standards, Health & Safety in the workplace, etc.

## To apply

- Email a one-page cover letter, explaining your relevant skills and experience, along with a copy of your resume to the attention of:

Andy Mills, Executive Director  
The Food Sharing Project  
[fsp@foodsharingproject.org](mailto:fsp@foodsharingproject.org)

- **The deadline to apply is Tuesday, January 30, 2024, at 5:00pm.**
- **Interviews will take place Thursday, February 1, 2024. Please indicate in your email what times you are available for an interview between 8am and 8pm on February 1<sup>st</sup>.**

The Food Sharing Project is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact [fsp@foodsharingproject.org](mailto:fsp@foodsharingproject.org).

We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.

To learn more about *The Food Sharing Project*, visit our website at [www.foodsharingproject.org](http://www.foodsharingproject.org)