



JOB POSTING

DRIVER/OPERATIONS WORKER

Full Time (37.5 hours per week)

One (1) position available

Must have flexible availability – some weekends and evenings may be required

KEY RESPONSIBILITIES:

1. Provide regularly scheduled pick up and deliveries for all programs of Mission Services of Hamilton (MSH).
2. Carry out unscheduled pick up and deliveries as set out by Supervisor.
3. Provide assistance in the warehouse, including but not limited to: stocking inventory by hand and by forklift, loading/unloading trucks, assisting warehouse coordinator, and other duties as requested by Supervisor.
4. Keep vehicles in clean and presentable working order; Complete vehicle inspections and notify Supervisor if any repairs or service is required.
5. Provide janitorial, maintenance and security services as directed by the Operations Lead Hand and Director.
6. Secure building as needed by ensuring all doors are locked and arm the alarm system to protect the assets of MSH.
7. Maintain the cleanliness of the MSH Facilities in accordance with established MSH “standards of care”. Keep an accurate inventory and submit inventory shortcomings to management for re-order.
8. Assist with maintenance and repair duties as skill and training permits. Perform basic duties to aid in the construction and renovation of the MSH facilities as required, including but not limited to: moving furniture, cleaning, painting, operating hand and power equipment as trained.
9. Appropriately handle and store WHMIS products in accordance with the Ontario Occupational Health and Safety Act. Required to use personal protective equipment as identified.
10. Assist with grounds maintenance including; sweeping, shovelling, salting, sanding, garbage removal as included in the “standards of care”
11. Other duties as required to ensure the safe operation of the facilities
12. Work safely, identify any health and safety concerns and report to management, and follow MSH workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Valid, clean driving licence including abstract.
2. Strong organization skills
3. Must be flexible and able to take change of plans on a regular basis
4. Able to lift 45kg. (100lbs) as required.
5. Ability to drive extended wheelbase cargo van, and a 20' LCF truck.
6. Valid Police Check required

Please submit a résumé with cover letter by February 9th, 2018 to:

Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

Mission Services is an equal opportunity employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.