



**JOB POSTING**  
**Food Services**  
**Warehouse Worker/Driver**  
**Full-Time, Permanent**  
**1 Position**  
**Wage: \$22.75**  
**(Plus Benefits & RRSP) \***  
**Posting No. MS0517**

**POSITION SUMMARY:** The Warehouse Worker/Driver assists the Good Food Centre with Food Services deliveries and provides assistance in the warehouse.

**KEY RESPONSIBILITIES:**

- Organize and inventory food and non-food items in the warehouse
- Operate forklift, pallet movers, vans and truck
- Provide assistance to the foodbank staff with stocking supplies
- Keep all work areas clean and organized
- Prepare items for regularly scheduled deliveries
- Receive donations and document
- Work safely, identify any health and safety concerns and report these to management, and follow Mission Services workplace health and safety policies and procedures at all times
- Other duties as required to ensure the continuation of services

**QUALIFICATIONS:**

- One (1) year working in a warehouse, three (3) years commercial driving experience
- Forklift operators certificate preferred
- Preference for shipping and receiving experience
- Strong organizational skills
- Must be able to adapt well to regularly changing plans
- Able to lift up to 23 kg (50 lbs.)
- Ability to drive and safely operate a freight van, 16-foot trucks and warehouse equipment to load, unload and move goods
- Warehouse experience would be considered an asset

**HOURS OF WORK:**

- 37.5 hours per week
- Ability to work a flexible schedule, including occasional weekend hours

**REQUIREMENTS:**

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test

- Proof of double COVID-19 vaccination, or willingness to register to receive these vaccinations as soon as possible
- Valid G Class Driver's License
- Valid Forklift License or ability to obtain this license
- Clear Ministry of Transportation three (3) year driving record abstract

**COMPENSATION:**

- Wage starts at \$22.75 per hour
- \*Benefits after 3-months of continuous, active employment
- \*Group RRSP employer matching up to 3% after one (1) year of continuous employment

**To apply for this position, please send your cover letter and resume by 5:00PM on August 1, 2024 to:  
Jim O'Keeffe, Assistant Director, Food Services and Cheryl Milligan, Administrative Assistant, Food Services  
Email to [jokeeffe@mission-services.com](mailto:jokeeffe@mission-services.com), [cmilligan@mission-services.com](mailto:cmilligan@mission-services.com)**

*At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.*

*We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities, and those with lived experience of abuse, food insecurity, homelessness, mental health difficulties and addictions.*

*Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.*