

Driver, light truck delivery (FT)

Job Description

The successful candidate will be primarily responsible for the safe procurement and delivery of furniture for Find. Drivers will spend much of their workday with a swamper (mover/helper) transporting furniture and housewares from the store warehouse to clients/customers and procuring furniture from donors in the community via truck.

This position will focus mainly on driving and navigation, moving and lifting, furniture inspection and selection, and providing excellent customer service. Secondary duties also exist and are completed as necessary and required.

Driving and Navigation

- Perform pre-trip inspection of vehicle
- Record trip information such as vehicle mileage, fuel costs and additional notes if needed
- Follow, navigate and adapt to a daily procurement and delivery schedule as arranged by Dispatch
- Conduct safe driving procedures at all times while operating the vehicle
- Use maps and other trip planning aids as necessary

Moving and Lifting

- Unload/Load for pick-up/delivery from store warehouse
- Lift a minimum of 80 lbs.
- Position furniture as directed by client/customer, some assembly as directed by dispatch and/or management

Furniture Evaluation and Inspection

- Thoroughly inspect furniture for quality
- Evaluate condition and style of donations for their saleability and potential future use
- Professionally communicate the decision and reasoning to donors when items are not accepted and offer a recycling fee for undesired items

Customer Service

- Ensure complete donor, customer, and client satisfaction by treating every individual with respect, courtesy, and assistance
- Provide verbal information and cards/brochures about Find to serviced individuals, as well as those inquiring

Secondary Duties

- Additional warehouse and cleaning duties may be assigned as necessary and permitted.
- Cleanliness of delivery trucks is expected and is the responsibility of the driving team.
- Attendance of weekly/bi-weekly and some ad-hoc meetings is required.

driver – job description

Reporting Structure

Working in a team orientated environment, Driver's receive daily route schedules and changes from Dispatch and report directly to the Manager, as well as the Acting General Manager. Occasional direction from the Find Coordinator regarding process development and improvements can also be expected.

Skills

Drivers are expected to perform their duties while maintaining the highest level of customer service. We are looking for a reliable, positive team player to act as a representative in the community.

The successful candidate will:

- Possess strong communication and customer service skills
- Have the ability to work well in a variety of settings with minimal supervision
- Work well under pressure and tight deadlines in a fast-paced environment
- Participate as a member and demonstrate leadership in a team orientated setting
- Demonstrate the ability to problem solve and achieve positive outcomes using critical thinking and proper judgment
- Be interested and have an acumen for continuous change and learning

Requirements

- Overtime work required as needed
- Valid Class 5 Driver's License
- Driving record check (abstract)
- Steel-toed safety boots
- Own transportation to/from store warehouse, public transportation is available

About Find

Find is an initiative of Homeward Trust Edmonton. It is a social enterprise that offers quality, low-cost, previously used furniture for sale to the public. Furniture is also provided free of charge to participants in Edmonton's housing first support program. Proceeds from retail sales support programs for people transitioning out of homelessness and into permanent housing, helping them build better futures.

Please submit your resume to:

Brent Bushell
Director, Housing Development/Acting General Manager for Find
Homeward Trust Edmonton

Address: 6th Floor, 10242 105 Street Edmonton, AB T5J 3L5

Email: jobs@homewardtrust.ca

Fax: 780.496.2634

Thank you to all candidates that apply, however, only those selected for an interview will be contacted.