



Job Posting - Internal/External

Position: Driver
Status: Casual
Rate: \$19.00/hr

Reports to: Manager, Transportation
Department: Transportation & Food Bank

Position Summary:

Drives and operates a passenger vehicle for the purposes of providing transportation to seniors and adults with disabilities to medical appointments, shopping centres, group and community programs and delivering groceries, food hampers, and meals to community residents. Maintains the general maintenance and care of the vehicle. Supports a culture of client safety as part of ESS key strategic goals and priorities. Identifies client safety risk; supports a just-cause reporting environment for reporting unsafe practices and/or errors; supports staff safety and acts on the safety recommendations.

Duties & Responsibilities:

- Transports clients to appointments and programs, safely assisting clients in and out of vehicles
- Performs groceries, hamper, and meal deliveries, either as a driver or assistant role
- Plans and sets out most efficient route to meet schedule
- Assists in the packing, loading, and unloading of food, food hampers, meals, groceries, and other supplies as required
- Maintains the general maintenance and care of the vehicles and reports any relevant issues to supervisor
- Adheres to all Infection Prevention and Control policies and procedures, including the cleaning and disinfection of vehicle exterior, interior and any equipment and supplies, the appropriate use and wearing of personal protective equipment and the completion of required training
- Performs inventory checks of supplies and equipment in the vehicle and adjusts as required, reporting any errors or omissions.
- Adhere to the policies pertaining to transit emergency situations
- Communicates any concerns and difficulties in relation to clients' care, food deliveries and/or motor vehicle operation to the appropriate Transportation Team Member
- Completes all necessary documentation as required by operational policies and procedures

Qualifications

- Must have 3 or more years driving experience
- Experience driving large passenger vehicles an asset
- Valid "G" driver's license, "F" license preferred but not required
- Safe driving record, Clean Drivers abstract
- Valid First Aid and CPR Certification
- A satisfactory Vulnerable Sector Check within the last 6 months
- Experience working with seniors and adults with disabilities, preferred.
- Ability to communicate effectively in English (written and verbal)
- Ability to manage time & routes for a streamlined transportation and deliveries experience
- Ability to work well independently and as a team
- Familiarity with GPS devices and map applications
- Ability to lift up to 50lbs
- Ability to lift 20-30lbs repeatedly
- Must be able to provide proof of full COVID-19 vaccination, upon hire.



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Please respond with resume and cover letter to:

ESS Support Services, Hiring Committee
48A Rosemount Avenue, York, Ontario M9N 3B3
E-mail: [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca)

**Posting will remain active until filled*

Additional Information

To protect the health and safety of our employees, clients and their families and in the interest to follow strong public health measures, it is a requirement of employment at ESS Support Services to be fully vaccinated against COVID-19. ESS Support Services will consider cases needing accommodation as stipulated by the Ontario Human Rights Code.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+ and are committed to having a team that is made up of diverse skills, experiences and abilities.

We thank all applicants but advise that only candidates selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.