

‘BUILD’ your Future with Habitat for Humanity GTA

Warehouse Driver

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| Reports To | Regional Manager, ReStore |
| Division | ReStore |
| Location | Brampton, Ontario |
| Date | September, 2019 |

Habitat for Humanity Greater Toronto Area (Habitat GTA) is a nonprofit housing organization that mobilizes volunteers and communities to help working, lower income families build strength, stability, and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners; we have built more than 360 homes for families, including over 1,300 children in need of safe, decent, and affordable housing. In support of our homebuilding, Habitat GTA operates retail home improvement stores called Habitat ReStore. Our 12 locations across the GTA collect donations of home furnishings, appliances, and renovation materials; and sells them to the public at a fraction of the original price.

What we offer...

- A meaningful opportunity to make a difference in your local community and in the lives of families
- Comprehensive health and dental benefits
- RRSP eligibility
- Flexible work arrangements
- Internal job mobility and developmental opportunities
- Wellness initiatives including EAP and corporate gym membership rate with Goodlife Fitness

The Opportunity

Reporting to the Regional Manager ReStore, the Warehouse Driver will share responsibility loading, unloading, sorting, staging and transporting products into and out of a warehouse. Under supervision and established guidelines the Warehouse Driver is responsible for the day-to-day tasks of shipping, receiving and inventory control.

Your Impact

- Alerting the Manager to the condition of ReStore vehicles and repairs or maintenance as required after completing vehicle inspections prior to shift.
- Safely operating straight truck or cube vans to perform product donation pick-ups from donors (i.e. homes, stores, corporate offices etc.) and drop offs to sites (i.e. ReStore and Habitat GTA Office locations within the GTA).
- Safely picking up and dropping off product donations across the GTA.



- Loading and unloading products from truck or cube van.
- Delivering exceptional customer service and working effectively with volunteers.
- Assist with unloading large shipments in the warehouse.
- Receives and verifies accuracy of incoming shipments
- Sorts and places materials on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code
- Prepares, pulls and sets up distribution of products to stores
- Logs and tracks all transfers to stores
- Responsible for maintenance and inspection of all equipment including fork lift, shrink wrapper, pump trucks and dollies,
- Responsible for daily inspections of forklift
- Responsible for daily and monthly health and safety inspections
- Participates in the cleanliness and organization of the Warehouse and parking lot
- Driving transfer truck as needed
- Other duties as assigned

What You Bring

- Ability to safely operate a motor vehicle while following legal driving standards and regulations
- Valid class "G" or above driver's license; a clean driver's abstract required.
- Safety boots required: CSA approved safety footwear to be worn at all times.
- Able to perform heavy lifting on a regular basis; able to easily lift 50 lbs and to safely handle donated products such as cabinetry, plumbing fixtures, appliances, construction materials.
- Enjoys dealing with the public and has excellent customer-service skills.
- Friendly and helpful demeanor.
- Works well independently and as part of a team.
- Punctual, reliable and has good attendance record.
- Pickup & delivery experience is an asset.
- Trustworthy and accountable.
- Ability to physical lift and maneuver heavy objects.

Assets (though not required)

- Understanding of volunteer engagement
- Knowledge of renovation and building materials



Your Application

If you are ready to make a change in your local community and become a part of our team at Habitat for Humanity GTA, then submit your resume and cover letter towards the position. Please state your salary expectations in your cover letter at hr@habitatgta.ca with the position title in the subject line.

This position will remain open until filled.

Your Future at Habitat for Humanity GTA Awaits...

Applicants must be eligible to work in Canada throughout the duration of their employment with Habitat for Humanity GTA. Proof of eligibility will be required.

Habitat for Humanity GTA is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavor to remove barriers to the hiring process to accommodate candidates with disabilities, providing the applicant has met the bona-fide requirements of the employment position. Please inform us should accommodation be required at any point during the recruitment and selection process.

As part of our selection process, the successful candidate must receive clearance by a police background check.

Internal candidates with the required skill-set are encouraged to apply.

We thank all applicants for their interest in Habitat for Humanity GTA, however only those selected for an interview will be contacted.

