

Job Posting

Job Title:	Weekend Meals on Wheels Relief Bus Driver (Class F)	Status:	Full-time
Department:	Senior Services	Union:	Included (CUPE)
Salary:	\$19.00/hr	File #	#20-SRS-03
Posting Date:	July 28, 2020	Posting Close	August 18, 2020

Dixon Hall Neighbourhood Services is a multi-service agency located in the heart of east downtown Toronto. For 90 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Dixon Hall Neighbourhood Services (DHNS) Seniors Services offers a wide range of programs and services to help seniors and/or adults who are ill or disabled so that they can remain in their homes and continue to live healthy, dignified and independent lives. We are currently seeking a Weekend and Relief Bus Driver to assist with the transportation of seniors, adults with disabilities, and volunteers.

RESPONSIBILITIES

- Provide transportation for the Adult Day Centre
- Transport Corporate Volunteers to and from the Agency
- Pick up meals at food source as required
- Assist clients in and out of the vehicle when necessary
- Deliver Meals on Wheels to Agency clients
- Provide supplementary driving duties as required
- Report to supervisor immediately of all vehicle maintenance problems
- Complete Vehicle Check-List form on a daily basis
- Clean the interior buses at the end of each shift
- Ensure that vehicles are properly parked, cleaned, secured and fuelled on a daily basis
- Attend monthly staff meeting and other agency meetings as required

QUALIFICATIONS

- Valid Class F driver's license
- Personal Driver's Insurance
- Must be 25 years of age or older and have a clean and recent driver's abstract
- Excellent communication and interpersonal skills
- Ability to work independently and part of the team

- Knowledge of downtown city streets
- Sensitive to the needs of seniors and individuals with disabilities
- Ability to work evenings and weekends
- A satisfactory Vulnerable Sector Criminal Records check is required

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **Tuesday, August 18, 2020, at 4:30 pm** quoting File **#20-SRS-03** in the email "Subject" line.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.