

Job Posting

Job Title:	Weekend Meals on Wheels Relief Bus Driver (Class F)	Status:	Part-Time (Weekends)
Department:	Seniors	Union:	Included (CUPE)
Salary Level:	\$19.58/hour	Job #:	#22-SRS-19
Posting Date:	June 21 st , 2022	Posting Close:	July 5 th , 2022

Dixon Hall Neighbourhood Services (DHNS) is a multi-service agency located in the heart of east downtown Toronto committed to realizing the vision of a city where everyone thrives. Since 1929, 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. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

Reporting to the Supervisor, the Weekend Meals on Wheels Relief Bus Class "F" Driver is responsible for the safe transportation of Agency clients, volunteers, and staff in accordance with Ontario Regulations. The Driver is required to perform their duties in a manner consistent with Dixon Hall's Mission. Vision and Values, ensure safety, and demonstrates customer service excellence.

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
- Must be qualified to legally work in Canada for the Agency.
- Able to provide a "Clear" or satisfactory Vulnerable Sector Police Check as determined by the operational requirements of the program.
- **MUST** be fully vaccinated (two (2) doses) against COVID-19 with a vaccine that has been approved for use in Canada.

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **July 5th, 2022, at 4:30 p.m.** quoting **File #22-SRS-19** in the email

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.