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## JOB DESCRIPTION

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**JOB TITLE:** Food Driver (Non Union)

**REPORTS TO:** Manager of Nutrition and Food Services

**JOB SUMMARY:** The Canadian Mental Health Association provides mental health education and mental illness recovery-focused programs and services for people of all ages and their families. We work collaboratively to develop realistic community awareness of homelessness and provide shelter/housing opportunities for clients.

The Food Driver transports meals, products and other food related items for residents of the shelter/housing and ensures the safety and cleanliness of the kitchen areas.

**RESPONSIBILITIES & KEY DUTIES:**

- Transport food from one site to another and assist with meal prep, as needed;
- Maintains a clean and sanitary work station and refrigeration equipment;
- Attends all scheduled employee meetings and brings suggestions for improvements;
- Performs other related duties as assigned by the Manager of Nutrition and Food Services;
- Work within a multi-disciplinary shelter team liaising with staff and supervisors to promote a supportive respectful environment;

**Knowledge, skills and abilities include:**

- Effective team player who is honest, non-judgmental, and non-intrusive;
- Sensitivity towards individuals with mental illness, addiction and substance misuse;
- Good interpersonal, communication and critical thinking skills;
- Ability to problem solve and make ethical decisions;
- Able to work co-operatively and effectively with colleagues, supervisor and other professionals.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Current valid First-Aid certificate, Food Safe Certificate
- Experience in meal planning, food preparation and cooking;
- Be able to reach, bend, stoop and frequently lift up to 50 pounds;
- Be able to work in a standing position for long periods of time;
- Understanding and knowledge of safety, sanitation and food handling procedures;
- Ability to transport food and operate a vehicle;
- Formal culinary training an asset.

**SPECIAL REQUIREMENTS:** *Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Criminal Record Check



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- CPR/First Aid
- Valid Driver's License
- Vehicle Business Insurance
- Current Food Safe Certificate
- HEP B Vaccination Required

**COMPENSATION & HOURS:** *To perform this job successfully, an individual must be flexible with their hours. The compensation and hours listed below are subject to change under mutual agreement or at CMHA Kamloops sole discretion. Reasonable advance notice will be provided for any work above the maximum hours. Any hours above the maximum per week must be approved by the Executive Director or Designate.*

- Hours - TBD
- Wage: TBD, commensurate with experience
- 100% Employer paid benefits after probation include extended health, choice of MPP or RRSP, dental, group life, accidental death and dismemberment.
- Mileage/Travel: CMHA Kamloops will pay \$0.61/Km for any work done outside of Kamloops or trips to other sites e.g. admin office and other work sites

**Must demonstrate the following knowledge, skills and abilities:**

- Effectively work in both a team environment and independently;
- Knowledge of food nutrition and food safety regulations
- Knowledge of special dietary requirements for clients including food allergies
- Good, demonstrable computer skills including emails and intermediate computer usage;
- Sensitivity towards individuals with disability, mental illness and substance abuse;
- Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- Effective critical thinking skills;
- Be able to move quickly during times of crisis.
- Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages and sexual orientations in a multicultural environment
- Performs all other duties as assigned

**WORK ENVIRONMENT, ATTENDANCE, TRAVEL and PHYSICAL DEMAND** *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- This position requires knowledge of quantity food production and servicing techniques, as well as food safety and sanitation requirements, knowledge of food and nutrition, executing food plans/menu, transporting food and general food hygiene.
- The employee may be required to transport food, stand, walk, sit, reach with hands and arms, and operate a vehicle. Majority of work involves working in an institutional kitchen, cleaning, lifting, serving meals, standing for long periods of time, and general kitchen duties.
- Work requires traveling to other sites and meetings if required.
- Other duties as assigned by Executive Director or Designate.

By signing below, I agree that I have read and understand the Food Driver Job description.

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**Canadian Mental  
Health Association**  
Kamloops

Employee name

Date

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Employee signature