



CAREER OPPORTUNITY

EMPTIES TO WINN | DRIVER AND CUSTOMER SERVICE REPRESENTATIVE

VISION

People with diverse abilities will have a voice, a choice and a place to belong for their entire lives

MISSION

Winnifred Stewart walks alongside adults with intellectual disabilities, amplifying their right to belong and fostering community inclusion

STRATEGIC PRIORITIES

Develop stronger relationships to capture all the ways giving is represented within the donor spectrum

Drive revenue generation through social enterprise efforts

WHY US?

Join our team to develop your career while making a difference in the lives of others. There are plenty of

POSITION SUMMARY

The primary responsibility of the Driver is to navigate throughout Edmonton and area to both businesses and residential homes to pick up empty cans/bottles from donors and stakeholders to fund or assist our individuals with diverse needs in Service Delivery and record data electronically.

RESPONSIBILITIES

- Complete an average of 10-15 stops per hour for residential routes and 4-5 stops per hour for business routes.
- Complete all stops on every run with the understanding that interruptions to the scheduled route be reported to the supervisor as they occur.
- Complete pre and post-route vehicle inspections daily
- Complete pre risk assessment daily
- Daily run to the bottle depot at the end of each shift or notification 30 minutes prior to close if not able to drop off
- Adhere to all traffic laws in the Province of Alberta
- Maintain the cleanliness of the vehicle, during and at the end of each shift – box and cab. Wash the vehicle as necessary
- Notify supervisor of any vehicle deficiencies
- Report accidents or damage to property to the supervisor/manager promptly
- Drive in a safe and courteous manner
- Enter required information into driver app
- Knock/phone each household when product is not out
- Communicate with customers to ensure clarity of information
- Deal with all customers in a professional and courteous manner
- Assist on other routes as needed and directed by supervisor
- Pack truck properly to prevent unnecessary trips to the depot
- Maintain confidentiality and professionalism at all times
- Other duties as assigned

QUALIFICATIONS

- Grade 12 High school diploma
- 1-2 years direct experience driving one tonne cube van
- Excellent oral and written communication skills
- Proficient command/comprehension of the English language

jobs out there, but we offer more than just a job.

Just ask our staff;

“Great employers that really care”

“Incredible organization, with many long term dedicated staff who have a passion for serving people with disabilities”

“WS supports me to be successful in my role”

“WS is my work family and it really does feel like a big family”

“Relaxed, fun, spontaneous environment”

- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Flexible and ability to adapt to changing needs
- Valid Class 5 Driver's License and Drivers Abstract
- Maintain confidentiality and professionalism at all times
- Be familiar with and act in accordance with the association's policies and procedures as defined by Winnifred Stewart.
- Criminal Record Check, driver's license and drivers abstract
- Excellent organizational and prioritization skills
- Strong sense of direction and navigation skills
- Strong interpersonal skills including the ability to read other people's verbal and non-verbal cues and to monitor and moderate one's own behavior and emotions
- Strong verbal and listening skills including the ability to communicate in a diplomatic and tactful manner with a wide variety of people
- Flexible and adaptable
- Ability to remain calm and patient under pressure
- Strong team orientation
- Strong problem solving and reasoning
- Drive / Work in all weather conditions unless the run has been cancelled
- Ability to multi task and prioritize
- Requires regular lifting/maneuvering of heavy and/or awkward objects of 5 – 30 lbs.
- Must be aware of hazards at all times and act to mitigate risk

HOURS OF WORK

Monday-Friday 8:00 am until route is completed

At Winnifred Stewart, we believe in equity, diversity and inclusion, embracing and learning from our differences to provide a positive workplace for all. We believe our teams should be as diverse as the individuals and communities we serve. All are welcome to apply from culturally diverse backgrounds.

Please submit your Resume and Cover Letter to careers@wsaf.ca or 11130 131 Street, Edmonton, AB T5M 1C1 on a business day between 8:30am and 4pm

We thank all applicants for their interest, however, only individuals selected for an interview will be contacted



EMAIL



780 453 6707



WEBSITE



FACEBOOK



INSTAGRAM