



VCFHS Job Posting | Canada Summer Jobs

Position Title: Driver and Operations Assistant

VCFHS is not for profit Charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. One of our major initiatives is the development of a regional community food hub and the South Island FarmHub. This is a social venture established in April 2020 to aggregate and distribute local produce and value added goods in the Capital Regional District and distribute fresh healthy foods to over 30 local charities. We support over 25 farms picking up their produce, six processors and work to bring their foods to the warehouse where it is then distributed to over 30 local charities and the School Districts, as well as to wholesalers and restaurants.

To learn more about our work, visit <https://www.victoriacommunityfoodhub.com/> and www.sifarmhub.ca

Job Description:

This role has two parts. At about **20 hours per week**, the individual will support the SIFH Production Manager. They will be responsible for **driving, product quality control and customer experience**. They will be trained on the sales and fulfillment capacities inherent in the order system. They will receive farm orders from our suppliers, then build and deliver the outgoing customer orders.

At about **10 hours per week**, the individual will assist **Kitchen Connect's Operations Manager with the equipment and administrative setup for the Food Hub**. They will understand the operations of the kitchen equipment; research equipment maintenance services; orient others on the equipment; and set up and streamline vegetable washing to light processing.

Qualifications:

- Valid driver's license
- At least 2 years driving experience for a delivery company preferred
- Clean driving record
- Willingness to adhere to assigned routes, schedules, safety procedures and transportation laws
- Excellent organizational and time management skills
- Exceptional interpersonal and customer service skills
- Strong and clear verbal communication
- A team player and collaborative
- Detail-oriented
- A passion for strengthening our local food system and food security
- Be eligible under Canada Summer Jobs guidelines.
- Applicants **MUST** be between 18 - 30 years old, and be a Permanent Resident/Canadian Citizen.



Field of Studies:

- Communications, Social Sciences, Environmental Sciences, Geography or Agriculture and Tourism.

Responsibilities:

- Loading, transporting and delivering items to clients or businesses in a safe, timely manner
- Interacting with clients in a professional manner
- Providing excellent customer service, answering questions, and handling on the spot concerns from clients
- Assisting Production Manager in packing farmhub orders at the Viewfield Warehouse Distribution Center
- Organize vehicle repairs when necessary
- Accepting payments for delivered orders
- Preparing reports and other documents relating to deliveries
- Utilize navigation/routing apps for deliveries
- Receiving of new equipment + assistance in setup
- Cleaning and maintenance of used equipment
- Organizing and assisting with installation of equipment
- Organizing reference manuals and support professionals
- Orienting and Training others on health and safety standards
- Assisting with tours for potential users
- Data setup of new scheduling program

Applications due: ASAP

Anticipated start date: May 20th, 2022

Wage: \$19/hr

Hours: 30 Hours Weekly, Full-time Summer Student Position. The total amount of working hours is 480 | May - September 2022

Application details: Please send your resume and cover letter in one PDF document with your last name as the name of the document. **Send to hr@crfair.ca with Subject Line: “Driver and Operations Assistant”**. Please also include how you found out about this job opportunity in your email.

Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.