Ray of Hope is currently seeking a Catering Driver to join our Youth Employment Services team as soon as possible for a 9-month contract.

**Overview:**
The Catering Driver is responsible for delivering orders for the Morning Glory Cafe to a variety of locations as well as assisting in kitchen prep, event set up, supply shopping and other miscellaneous duties. The Catering Driver will maintain professional relationships with suppliers and customers while picking up supplies and delivering catering orders. The Catering Driver must be comfortable driving for long periods of time, making consistent stops, while also assisting with other tasks between deliveries. The Catering Driver is expected to represent Ray of Hope to the public, and must follow all rules and regulations related to driving.

**Specific Responsibilities**
- Deliver catering orders, based on an assigned schedule within required time frames.
- Drive to delivery address, deliver order and return to the cafe to pick up following orders.
- Follow a detailed schedule, such as making deliveries, picking up supplies, returning to pick up another delivery and so on, within a specified amount of time.
- Provide excellent customer service and maintain professional image.
- Complete other duties in between deliveries, such as kitchen prep, delivery/order preparation, cleaning duties, setting up for events etc.
- Purchase supplies as outlined by supervisor, including carrying and returning cash and receipts for purchases.
- Pick up orders from suppliers as needed.
- Other duties as may be assigned.

**Competencies:**
In order to be successful in this position, candidates must uphold, support, and implement Ray of Hope’s Mission, Vision and Core Values in addition to the following competencies:
- Organized, Time Management, Customer Focus, Flexible, Reliable, Teamwork

**Availability:**
- Regular hours: Scheduled up to 24 hours per week with hours normally being scheduled between 7:00AM and 1:00 PM, Monday through Friday.
- Flexibility to cover large events, sick days, vacations and evenings/weekends is an asset

**Qualifications:**
- Experience:
Minimum 1 year of delivery experience – professional delivery experience is preferred.

- Skills/Abilities:
  - Ability to drive for long periods of time and/or ability to make frequent stops
  - Ability to manage lists/schedules and complete required tasks outside of deliveries
  - Ability to communicate verbally with customers in a professional manner, and ability to read and comprehend lists/schedules

- Other:
  - Own a usable and reliable cell phone for frequent contact with supervisor while working.
  - Knowledge of Kitchener/Waterloo area

Requirements:
- Police Records Check, including a screening with the vulnerable sector.
- Valid “G” Class Driver’s licence
- Ministry of Transportation 3-Year Driving Record
- Must be bondable
- Completion of a medical form indicating fit to perform physical demands of position
- Dress Code: required to wear black dress pants, a Ray of Hope golf shirt, and comfortable non-slip shoes/boots (depending on weather/season)

Working Conditions:
- Ability to stand and sit for long periods of time
- Mental effort required for driving, schedule management and working under pressure
- Ability to lift up to 50lbs, possibly for long distances and/or up/down stairs, with or without use of a cart.

Application:
If you are interested in applying for this position, please send your cover letter and resume to Lisa Haller at hr@rayofhope.net, with the subject line “020-2017 Driver”, no later than August 20, 2017.

Accommodations are available for all parts of the recruitment process. If you require accommodations, please contact Human Resources by email at hr@rayofhope.net or by phone at 519-578-8018 ext. 223.