



JOB POSTING
Community Services
CHRISTMAS WAREHOUSE ASSISTANT (3 MONTH CONTRACT 35 HOURS PER WEEK)
\$13.04 - \$15.21 per hour

Mission Services of Hamilton, Inc. is a Christian, non-profit, charitable organization whose purpose is to serve men, women and children in the greater Hamilton area in response to basic human needs and to support them in reaching their potential thereby fulfilling God's call to act justly, to show mercy and to offer hope. If you share the vision to help disadvantaged families in the Hamilton community and have the proper qualifications, we invite you to apply for this position.

KEY RESPONSIBILITIES:

1. Provide assistance to Operations Driver during regularly scheduled pick up and deliveries for program responsibilities.
2. Assist driver with loading and unloading the vehicle.
3. Transport food items and program supplies to and from storage and program areas per directions from supervisor.
4. Assist Operations staff with unscheduled pick up and deliveries for Christmas Campaign Program as needed.
5. Inspect, sort, and pack incoming donations and food as instructed by supervisor.
6. Provide support and assistance to Food Bank Coordinator as needed.
7. Ensure Mission Services workplace health and safety policies and procedures are followed at all times; report hazards and wear prescribed personal protective equipment as outline in Mission Services policies and procedures.
8. Any other related responsibilities that may arise in the course of the aforementioned duties.

QUALIFICATIONS:

1. Valid, clean driving licence and abstract.
2. Strong organizational skills required.
3. Possess flexibility in daily routine and ability to multi-task with changing priorities.
4. Able to lift loads of 16 kg. (35 lbs) as work conditions require.
5. Knowledge of Occupational Health & Safety Act and regulations and industry standards.
6. Committed to uphold the organization's mission, values and standards.

Only those selected for an interview will be contacted, no phone calls please.
Applications will be reviewed until September 20, 2010. Please submit a résumé with cover letter to:

Director of Community Services
Mission Services of Hamilton, Inc.
P.O. Box 368, Hamilton, ON L8L 7W2
Fax (905) 521-7417 or e-mail to vcyr@mission-services.com