Parker Street
food & furniture bank

Mail: PO Box 9227, Halifax, NS B3K 5M8
Civic: 2415 Maynard St., Halifax, NS B3K 3V2
Tel: (902) 425-2125 Fax: (902) 453-5673
www.parkerstreet.org info@parkerstreet.org

Furniture Bank Driver

Location: Halifax, NS

Reports To: Furniture and Operations Manager

About Us:
Parker Street Food and Furniture Bank is dedicated to helping individuals and families in need by providing essential furniture and household items. Our mission is to ensure that everyone has the basic comforts of home. We rely on generous donations and the hard work of volunteers and staff to fulfill our vision.

Position Overview:
The Furniture Bank Driver is responsible for assisting in the day-to-day operations of the Furniture Bank, including helping to manage inventory, coordinate donations, and ensure proper distribution. This role is primarily focused on driving a delivery vehicle to transport food, furniture and other household items to clients in need, as well as picking up donations from donors.

Key Responsibilities:

- Drive a company vehicle to pick up food and furniture donations from donors and deliver items to clients in need
- Safely load and unload furniture and household items, ensuring proper handling to prevent damage
- Help to ensure the vehicles are maintained, clean, and stocked with necessary supplies (e.g., blankets, straps for securing furniture, etc.)
- Communicate effectively with clients regarding delivery times, donation schedules, and any issues related to their requests
- Build and maintain strong relationships with donors, ensuring gratitude and acknowledgment for their contributions
- Participate in staff meetings to discuss operational issues and provide feedback on processes
- Adhere to all safety protocols while handling heavy furniture
- Ensure compliance with organizational policies and procedures
- Help to maintain a clean and organized work environment, including the Furniture Bank warehouse and delivery vehicles

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Qualifications Required:

The ideal candidate is a compassionate, organized, and proactive individual with a passion for community service and a hands-on approach to operations.

- Valid driver's license and a clean driving record
- Experience driving a cube van or larger trucks
- Experience moving furniture and other heavy items preferred
- Strong organizational skills and the ability to manage multiple tasks efficiently
- Excellent communication and interpersonal skills, with the ability to interact respectfully with clients, donors, and volunteers
- Ability to work independently and as part of a team
- Knowledge of basic vehicle maintenance and ability to troubleshoot minor issues
- Compassionate and service-oriented mindset with a passion for supporting the community
- Prior experience in a non-profit setting is an asset

Physical Requirements:

- Ability to lift and carry heavy furniture (up to 50-75 lbs)
- Ability to drive for extended periods and navigate through various locations
- Comfort with physical labor, including bending, lifting, and walking

Work Schedule & Compensation:

- 40 hours weekly, 8:00 am to 4:00 pm, Monday to Friday
- Occasional after-hours and weekend work required for events and community activities
- Hourly position with group benefits package
- Wages: $19.00 per hour

Please submit resume to cso.dir@parkerstreet.org