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

Driver's Assistant – Furniture Bank

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, as well as food. 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's Assistant is responsible for assisting in the day-to-day operations of the Furniture Bank. This role primarily involves assisting with the transportation of furniture and household items to clients and from donors, as well as helping to manage furniture inventory.

Key Responsibilities:

- Assist the driver in company vehicles to pick up and deliver furniture and household items.
- Safely load and unload furniture and household items, ensuring proper handling to prevent damage.
- Adhere to all safety protocols while handling heavy furniture.
- Help to ensure the vehicles are maintained, cleaned, and stocked with the necessary supplies (e.g., blankets, straps for securing furniture, etc.).
- Help to maintain a clean and organized work environment, including the Furniture Bank warehouse.
- Communicate effectively with clients regarding delivery timelines and during the delivery process.
- Develop strong donor relationships by ensuring timely communication, expressing gratitude and providing thoughtful acknowledgment of their contributions.
- Assist with food deliveries and pickups as needed.
- Participate in staff meetings to discuss operational issues and provide feedback on processes.
- Ensure compliance with organizational policies and procedures.
- Occasional driving of smaller company vehicles may be required.
- Other duties as assigned in the furniture and food departments

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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 Nova Scotia driver's license and a clean driving record
- Steel-toed boots are required to perform the job functions
- 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
- 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)
- Comfort with physical labor, including bending, lifting, and walking

Work Schedule & Compensation:

- Up to 20 hours weekly, flexible days within Monday to Friday
- Term position for 8 to 12 weeks
- Occasional after-hours and weekend work may be required for events and community activities
- Wages: $18.00 per hour

Submit resume to cso.dir@parkerstreet.org

Please note that only candidates selected for an interview will be contacted. We appreciate the time and effort invested by all applicants in applying for this opportunity.