

POSITION DESCRIPTION

POSITION TITLE:	DATE:
Driver	9 th December 2025
REPORTS TO:	APPROVED BY:
Chief Operating Officer (COO)	President & CEO
JOB OVERVIEW	
<p>The Driver will be responsible for providing safe, reliable, and timely transportation services across multiple departments within the organization. S/he will report to the Chief Operating Officer (COO). This role supports farm operations, procurement functions, operations and special projects by ensuring efficient pick-ups, deliveries, and transport of goods, materials, and personnel as required. The Driver plays a key part in maintaining operational flow, supporting cross-departmental initiatives, and ensuring that all deliveries and transportation tasks are carried out with professionalism, accuracy, and adherence to organizational standards.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities:</u></p> <p>1. Transportation & Delivery Services</p> <ul style="list-style-type: none"> • Conduct daily pick-ups and deliveries for the Farm department, including produce, supplies, and materials. • Complete scheduled and on-demand deliveries to internal departments, partner organizations, restaurants, grocery stores, buyers and designated drop-off points. • Ensure the safe loading, transport, and unloading of items to prevent damage or loss. • Support special projects and organizational programs by providing reliable transportation of equipment, supplies, and personnel as needed. <p>2. Procurement Support</p> <ul style="list-style-type: none"> • Assist the Procurement Department with routine pick-ups from vendors, suppliers, and service providers. • Transport purchased goods to the appropriate sites, ensuring accurate verification of quantities and items received in collaboration with the procurement specialist, finance team and department managers. • Support inventory coordination by assisting with the movement of goods between storage, departments, and designated project areas. <p>3. Vehicle Care & Safety</p> <ul style="list-style-type: none"> • Operate all vehicles in a safe and responsible manner, adhering to traffic laws and organizational policies. • Perform routine pre-trip and post-trip inspections to ensure vehicles are in proper working condition. 	

- Report vehicle maintenance needs, fuel requirements, servicing, mechanical issues, or safety concerns promptly.
- Maintain clean and organized vehicles at all times.

4. Special Programs & Organizational Support

- Provide transportation support for CTI and OEF programs, events, and community initiatives (e.g., special activities, swim programs, workshops).
- Transport equipment, supplies, and other resources needed for program and event execution.
- Support multi-site programs by coordinating smooth movement of items and individuals between locations.
- Assist with setup and breakdown by transporting required materials to and from venues.
- Maintain professional and courteous interactions with participants, partners, and community members.
- Ensure safe transportation for minors or vulnerable participants in accordance with organizational safety guidelines.

5. Operational & Administrative Support

- Coordinate daily route planning to ensure timely and efficient completion of all assigned tasks.
- Maintain accurate records of mileage, fuel consumption, delivery times, and destinations.
- Provide logistical support for organizational events, workshops, and special programs by transporting supplies, equipment, and participants where required.
- Assist with other operational tasks as directed by COO.

Any other duties assigned by immediate supervisor.

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies & Skills

- Flexibility and Time Management Skills
- Hospitable and Personable
- A Team player
- Exceptional interpersonal skills.
- People Skills & Emotionally Intelligent
- Sound knowledge of Operations and Administration.
- Strong Organizational skills and Multitasking abilities.
- Disciplined and self-motivated
- A valid Driver's license and strategic driving skills.
- Confidential, honest and possess reliable and strong work ethics.

Physical Requirements:

- Frequent driving, loading, and unloading of goods.
- Exposure to varying weather conditions.

- Interaction with farm operations, procurement vendors, and program teams.
- Flexible schedule may be required depending on organizational needs.

EXPERIENCE & QUALIFICATIONS

Educational & Professional Certifications:

- High school diploma or equivalent (preferred).
- Minimum of 2–3 years of professional driving experience.
- Experience in delivery services, logistics, or procurement support considered an asset.
- Familiarity with basic vehicle maintenance and safety checks.

Acknowledged and agreed by:

Date