



**THE SALVATION ARMY  
ONTARIO CENTRAL- EAST DIVISION  
TASK LIST**

<b>Volunteer Position:</b> GFB Truck Driver	<b>Generic Title:</b> Driver
<b>Ministry Unit:</b> Cobourg Community Church - Community & Family Services Cobourg/Port Hope	<b>City and Province:</b> Cobourg/Port Hope, Northumberland County, Ontario
<b>Hours of Work:</b> Approx. 2-5 hours each Thursday	<b>Regular Work Schedule:</b> 2 <sup>nd</sup> & 3 <sup>rd</sup> Thursday of every month
<b><i>(Insert Ministry Unit Mission Statement and/or Value Statement if applicable)</i></b> <i>To be fully engaged in a threefold focus of ministry</i> 1.) <i>Be people who share Christ's Love with the world</i> 2.) <i>Provide a place of worship to equip God's people</i> 3.) <i>Be a people and/or source of constant encouragement</i>	

**PURPOSE:**

The purpose of the expectation task list is to identify and clarify what management expects from the volunteer and expectations may change from year to year.

**EXPECTATIONS & TASK LIST:**

**WORKING RELATIONSHIP(S)**

- Reports directly to the Good Food Box Coordinator – Lisa Graham
- C&FS Director - David Alexander
- Corps Officer – Captain Michael Simpson
- Volunteer and the community at large

**RESPONSIBILITIES AND ACTIVITIES**

- Loads & organizes supports & plywood shelves on truck
- Perform all duties as required by CVOR truck maintenance
- Complete and maintain CVOR driver log according to ministry standards
- Supervise loading of Good Food Boxes onto truck
- Loads and unloads goods at designated locations
- Pick up GFB order money from order centres and gives to GFB coordinator
- Provides customers/order centres with courteous & diplomatic service
- Return supports & plywood shelves to storage area when deliveries are complete

**The above responsibilities are to be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct.**

## ESSENTIAL SKILLS AND QUALIFICATIONS

- A valid “G” license with appropriate certification.
- Clean drivers abstract
- CVOR Training
- Minimum 1 year prior related experience
- Current clear Criminal Record Check
- Ability to work in a team setting
- A knowledge of TSA’s purpose, mission & ministry and a willingness to promote these objectives
- Effective interpersonal and communication skills

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**Volunteer Name**

Cobourg Community Church  
59 Ballantine St. Cobourg, ON  
Ontario Central East Division

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**Lisa Graham**

Good Food Box Coordinator  
Cobourg Community Church  
59 Ballantine St. Cobourg, ON  
Ontario Central East Division

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**Date**

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**Date**

Copy for Volunteer