

The Salvation Army Community and Family Services
66 Swayne St., Cobourg ON
905-373-9440

Position Description: Driver (Volunteer)

Purpose: Transport food and other items to and from Food 4 All, The Salvation Army Church and other locations as requested.

Skills Required:

- A valid class G Ontario drivers licence and an acceptable drivers abstract.
- Willingness to take direction
- Good interpersonal skills and desire to work well with others
- A professional attitude and demeanour when driving and interacting with external partners.
- Initiative to “pitch in” when others need help

Position Responsibilities:

- Prepare the vehicle for deliveries on Mondays by removing and storing the seats and installing the floor covering.
- On Fridays, prepare the vehicle to be used by the Church by ensuring it is cleaned and that the seats are placed back in securely.
- Complete a vehicle safety inspection and check the fluid levels daily.
- Carry out daily list of assigned duties.
- Ensure the vehicle is locked and stored safely at the end of the day.
- Maintain the mileage record daily.
- Conduct a thorough cleaning of the vehicle once per week.