



9908-106 Ave  
Edmonton, AB T5J 2L8  
T. 780.422.2018  
E. hr@hopemission.com

## Job Description

**Job Title** : Logistics Staff  
**Based at** : Calgary  
**Reports to** : Logistics Dispatcher  
**Hours of work** : 4 days on/4 days off – 10hrs per day  
**Start date** : Immediate  
**Status** : Full time, contract

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### **OUR MISSION**

*To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ*

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### **Job Summary:**

Responsible for safely transporting prepared food by loading, unloading, verifying deliveries, and maintaining a clean, well-kept vehicle. Supports kitchen operations through cleaning, dishwashing, and other tasks. Maintains a positive and safe environment while communicating professionally and respectfully with staff, volunteers, and guests.

### **Major Duties and Responsibilities:**

- Load and unload prepared food for delivery.
- Verify the accuracy of all food delivery items before departure.
- Pick up donation items as needed
- Perform basic vehicle inspections and maintain cleanliness.
- Ensure the vehicle is consistently washed, cleaned, fueled, and properly maintained.
- Report any vehicle issues, incidents, or accidents promptly.
- Assist with general kitchen duties, including cleaning work areas, dishwashing, and other tasks assigned when it necessary.
- Maintain a positive, safe, and respectful environment.
- Work and communicate effectively with staff, volunteers, and work-service program participants.
- Demonstrate courtesy and professionalism toward guests, staff, and volunteers.



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### **Minimum Qualifications and Skills:**

- Full Class 5 Alberta driver's licence with a clean driver's abstract.
- Clean Criminal Record Check, including a Vulnerable Sector Check (required).
- First Aid and Non-Violent Crisis Intervention training is an asset; training can be provided if needed.
- Ability to lift a minimum of 50 lbs.
- Excellent day and night vision, with a strong sense of hearing.
- Ability to adjust to rapid temperature changes while entering and exiting the vehicle.
- Strong communication and interpersonal skills.
- Able to work flexible hours and demonstrate reliability.

### **Key competencies:**

- Emotional intelligence and capacity to respond quickly and effectively to rapidly changing circumstances.

### **Other Requirements:**

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures.

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### **To Apply, please send:**

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1. Resume and
  2. Cover letter stating why you would like to work in a Christian organization

TO: Hope Mission Human Resources: [hr.connect@hopemission.com](mailto:hr.connect@hopemission.com)

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**We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.**