

Employment Opportunity



Position	Program	Details
Shopper	Grocer -Ease	On-call availability Mondays to Fridays (8:30 AM – 4:30 PM)

Banyan Community Services is a multi-faceted non-profit organization located in Hamilton, Ontario. Many of our programs serve families and children in the Hamilton area, however, we also provide services to seniors and other vulnerable groups.

We are currently seeking Shoppers to fill On-Call positions in our Grocer-Ease Program.

Reporting to, and under the leadership of the Program Coordinator, and in accordance with, Banyan Policy, Practise & Procedure Manual, the Shopper is responsible to provide grocery shopping and home delivery, on an as required basis, for individuals who are unable to undertake their own grocery shopping.

The Grocer-Ease program provides a grocery shopping and delivery service for elderly, unwell, or disabled persons who are unable to get out and purchase their own groceries within in the City of Hamilton. Our team of shoppers purchase groceries at the nearest major supermarket and deliver to the client's home.

POSITION RESPONSIBILITIES

- Maintain daily contact with the office to receive client requests.
- Contact the client and take their list.
- Purchase and deliver the groceries following procedures outlined in the Grocer Ease Procedure Manual.
- Maintain accurate report records as required.
- Maintain accurate client records and report any changes to the office.
- Appropriate and timely communication with the office regarding client issues and concerns.
- Attend staff meetings and training when required.
- Document in community files when required.
- Seek advice and support from the office if a problem arises.
- All funds generated/provided to perform duties, and those collected from clients.
- Following other procedures as outlined in the Grocer Ease Procedures Manual.

QUALIFICATIONS

- Excellent communication and organizational skills
- Sensitivity and understanding of the needs of the elderly and person with disabilities
- Must have a reliable car and a valid Class G driver's license
- Carry \$1,000,000 in liability insurance
- Able to be bonded
- Good mathematical skills - handling money/receipts/shopping cards
- Provide and maintain an acceptable Criminal Reference Check at own expense
- Ability to work flexible hours
- Ability to work within a team environment with minimal supervision

We thank all applicants for their interest; however, only those selected for consideration will be contacted.

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST TO:

Banyan Community Services

681 Main Street, East

Hamilton, ON L8M 1K3

recruit@banyancs.org

(905) 549-9011 (fax)