



Delivery Driver (Temporary Leave Replacement)

Are you interested in a job that takes you on the road?

Shortgrass Library System is looking for a Delivery Driver. The successful candidate will provide courteous and efficient pick-up and delivery of library materials between 14 member libraries as well as contracted partners and the Shortgrass Headquarters office. Experience is an asset, but not required.

This is a temporary part-time position with current hours scheduled for 8am to 12noon on Wednesdays and 8:00am to 5:00pm on Thursdays, for a total of 13 hours per week. The position is expected to begin as soon as possible and run until late spring 2019.

Additional shifts may be available on an 'on-call' basis when other Shortgrass drivers are absent.

As a Shortgrass Delivery Driver you will be responsible for:

- Loading and unloading boxes of materials from the vehicle;
- Making deliveries within the Shortgrass Library System area;
- Handling repetitive tasks with good attention to detail;
- Packing, sorting, and-unpacking of library materials into boxes and into the vehicle;
- Lifting cargo up to 50lbs;
- Maintain cleanliness of vehicle and report any maintenance problems to supervisor;
- Ability to work without direct supervision;
- Excellent time management skills;
- Drive throughout assigned route in all kinds of weather and road conditions while respecting all speed limits and traffic rules.

The ideal candidate for this position should be:

- At least 25 years old;
- Great communication and customer service skills;
- Be able to interact successfully with both contract partners & co-workers as part of a skilled customer service team;
- Able to perform heavy lifting: Must be able to lift/carry 45-50 lbs;
- Able to perform frequent bending, twisting, kneeling and squatting;
- Able to perform frequent reaching over shoulder, waist level, and from the floor;
- High School Diploma or equivalent;
- In possession of a valid class 1 Alberta Driver's License and a clean driver's abstract;
- Successful candidates must provide a clean criminal record check.

Starting date: Paid training to take place the week of January 28th, 2019, with the position commencing the week after.

Salary: \$20.81/hr + vacation pay

Applications must include a cover letter and resume, outlining how your experience and qualifications meet the requirements listed above. Applications must be provided via email to the address listed below.

Please submit your application via email to:

Petra Mauerhoff, CEO
Shortgrass Library System
Email: petra@shortgrass.ca

Absolutely no phone calls or in person visits or application drop-offs, please.

Shortgrass Library System thanks all applicants for their interest, however, only applicants selected for an interview will be contacted.