



WAREHOUSE & SUPPORT DRIVER **ASSOCIATE**

Quest Non-Profit Grocery Markets is looking for the newest full-time member of our Warehouse Team as a Warehouse & Support Driver Associate. If you're an organized and driven individual who appreciates attention to detail, understands how a warehouse operates, demonstrates comfort with data entry and who loves to feel like a member of a team doing good work, then this is the job for you!

About You: You are a reliable and dedicated individual who enjoys hands-on work and being part of a mission-driven team. You take pride in keeping things organized, working efficiently, and ensuring pickups and deliveries are completed accurately and on schedule. You also recognize the importance of timely and efficient distribution models. You thrive in a fast-paced environment, are comfortable lifting and moving products, loading and unloading shipments, maintaining accurate records and have a keen eye for detail. Additionally, you are adept at using digital tools and computer systems to track shipments, manage inventory, and ensure accurate and efficient pricing.

About Quest

Quest Outreach Society exists to disrupt the cycle of poverty through access to healthy and affordable food. By bridging the gap between food banks and traditional grocery stores, Quest provides a grocery experience based on principles of dignity, access, and sustainability. Quest believes in a grocery model that simultaneously supports community while reducing greenhouse gas emissions. A leader in redistribution, we work to actively redirect healthy, good food that would otherwise end up in the landfill and contribute to greenhouse gas emissions. Almost all of Quest's food is donated by local food partners from across British Columbia and delivered across our five Lower Mainland markets at reduced cost to our client communities. Quest's four grocery markets are located in Burnaby, North Vancouver, East Vancouver, and the Downtown Eastside.



Reporting to the Manager, Warehouse & Distribution, the Warehouse & Support Driver Associate holds the following responsibilities:

Warehouse Operations & Data Entry:

- Organize and store donations in designated areas, ensuring proper rotation and inventory control.
- Identify shipments from Quest Food Partners and organize, prioritize and sort donations based on priority food/product departments, ensuring shelf life and food safety protocols are applied.
- Enter price data into the warehouse donation workbook adhering Quest pricing principles and protocols, ensuring each product moving through the warehouse is priced before delivery to the markets.
- Propose improvements to systems or equipment aimed at enhancing efficiency, productivity, and overall warehouse operations.
- Safely load and unload products following safety protocols to ensure efficient and damage-free handling.
- Assemble and prepare daily pallets for shipment to Quest Markets ensuring accuracy, proper labeling and secure packaging for safe transport.
- Maintain and care for the Quest warehouse pricing station and equipment.
- Adhere to security, health and safety procedures and protocols to ensure a safe working environment.
- Maintain the cleanliness and organization of the warehouse by following the daily cleaning schedule and properly disposing of waste and recycling materials.
- Operate warehouse equipment, such as pallet jacks and stackers.
- Follow all safety and food handling guidelines to ensure a secure and hygienic work environment.
- Work collaboratively with staff and volunteers to maintain efficient warehouse operations.
- Other tasks as related to distribution, warehouse and delivery as required and directed.
- Participate in professional development opportunities as required.



Support Driver

- Operate as a support driver during peak donation periods and during driver absence periods.
- Plan and carry out food pickups and deliveries efficiently.
- Manage communications during work hours regarding additional pickups and deliveries while managing the schedule accordingly.
- Ensure recurring or routine orders are picked up and delivered consistently and within acceptable time frames.
- Ensure products are safely loaded and unloaded at destination points.
- Interact with food partners and Quest clients in a courteous and professional manner.
- Conduct vehicle safety checks prior to use each day, keep an eye on tires and watch out for damage or excessive wear-and-tear, keep fuel at adequate levels, check oil and other fluid levels regularly and fuel up at authorized gas stations as required and provide receipts to the Manager, Warehouse & Distribution.
- Ensure vehicles are driven in a safe manner and in compliance with the Motor Vehicle Act (E.g., wearing seat belts, obeying speed limits, no alcohol or drug use etc.).
- Ensure the vehicle is safely parked and stored at the Quest facility after hours.
- Ensure all vehicle keys and radios are left at the Distribution Center at the end of the workday (no valuables left in the vehicle).
- Responsible for keeping the interior and exterior of the vehicle clean at all times.
- Compost food waste when needed by separating organic materials and placing them in the designated bins.

Required Skills and Experience:

- Post-secondary education and/or experience equivalent to the required skills
- 1-3 years of truck driving experience is preferred, including experience driving three and five tonne trucks
- Valid class 5 driver's license & satisfactory ICBC Driver's Abstract
- Experience working in a warehouse setting and inputting data into a spreadsheet
- Comfort and ease of use with Microsoft Excel (spreadsheets)
- Physical ability to carry out duties of job: must be able to sit for long periods of time and lift up to 50lbs per carton and 2,000lbs per pallet with the use of equipment.
- Ability to work independently with limited supervision
- Effective interpersonal skills and good communication skills



- Experience with operating pallet jacks and other warehouse equipment; on-the-job training and certification will be provided.

Compensation & Commitment

This position is based at Quest's central Warehouse, 2020 Dundas Street in Vancouver, BC. This is a full-time role, Monday to Friday 7:00 am - 3:30 pm (occasional Saturdays).

The hourly wage ranges from \$20.00 to \$24.00, based on experience.

Please note that on-the-job training and certification is provided in safe food handling and operating pallet jacks and other equipment.

Application Deadline: December 29, 2025

To Apply:

Please include the following in an email with the subject heading "Quest Warehouse & Support Driver Associate" to Quest's Manage, People & Culture, Diana Pemberton, at hr@questoutreach.org.

- Your resume
- In your email describe your experience and interest in working with Quest

We recognize the importance of a diverse workforce and encourage applications from Indigenous people, women, LGBTQIA+ people, people of colour, people with disabilities, and people who identify as neurodiverse.

If there are any accommodations we can provide to make our hiring process more accessible, or if you have ideas for improving our hiring process, please reach out to us directly. We'd be happy to do our best to set you up for success.



After You Apply:

We appreciate the time, consideration and effort of all applicants. Only individuals selected for an interview will be contacted. Qualified candidates who submit their application ahead of the deadline may be contacted sooner for an initial interview.

Thank you for your interest in working with Quest!