|  |  |  |  |
| --- | --- | --- | --- |
| Position Title: | Kettle Drivers | Competition #: | 48/15 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | Full time / part time / temporary, ending Dec 24, 2015 |
| Salary: | $14.29 | Date posted: | Oct 16, 2015 |
| City: | Ottawa | Posting Expires: | Oct 27, 2015 |
| Applications Accepted By: |
| Fax or E-mail:(613)241-2818 or dana\_holban@ottawaboothcentre.org**Attention:** Dana Holban **Please no phone calls.** | Mail:The Salvation Army Ottawa Booth Centre171 George St., Ottawa, ON K1N 5W5 |
| Position Description |
| **RESPONSIBILITIES:*** Inventory all necessary kettle equipment
* Deliver and pick up filled kettles from assigned locations throughout the City
* Follow the provided schedule, complete necessary paperwork
* Act as a Kettle Attendant (Bell Ringer) when necessary
* Following the campaign pick up all equipment from all kettle locations
* Follow policies and procedures as directed by the Kettle supervisor or Kettle Coordinator
* Be presentable and approachable as an ambassador of The Salvation Army

**QUALIFICATIONS:*** High school graduate
* Clear an internal police background check
* Have a valid “G” Ontario Drivers License and clean Drivers Abstract
* Capable of lifting at least 50 lbs for a short distance and up stairs
* Good interpersonal/communication skills
* Ability to work under pressure, work efficiently, follow instructions and think independently
* Must be able to work with a variety of people
* Knowledge of Ottawa region roadways
* Ability to concentrate while driving through traffic
* Ability to work within the mandate and Mission Statement of The Salvation Army

**HOURS:** will vary*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.* We thank all applicants, however, only those candidates to be interviewed will be contacted.*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.* |