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| 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 Centre  171 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.* | | | |