

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Director of Operations	Competition #:	26/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time
Salary Range:		Date posted:	July 5, 2016
City:	Ottawa	Posting Expires:	July 14, 2016
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St. Ottawa, Ontario K1N 5W5	
Position Description			
EXPECTATIONS			
Food Services			
<ul style="list-style-type: none"> • Provides direction to the Food Services Coordinator in a manner that accomplishes department objectives, meets the Salvation Army standards as well as city, provincial and federal regulations. • Provides direction on budget, quality and quantity of food required, scheduling, and other food related services for clients. • Provides direction in the collection, distribution and use of food and supplies donated. • Provides direction on development and implementation of policies and procedures to ensure safe receipt, storage and handling of food and other supplies in accordance with all regulations and policies. 			
Property			
<ul style="list-style-type: none"> • Directs implementation and evaluation of departmental, facility-wide quality improvement/risk management activities including environmental conditions, essential services planning, long-term maintenance and housekeeping plans. • Ensures through the Property Coordinator that the Booth Centre buildings and vehicles are maintained to the highest standard. • Participates in crafting solutions to meet operational needs. • Oversees inventory process. • Ensures fire and safety regulations and city inspections are observed and standards met. • Keeps abreast of equipment and program developments; recommends changes to increase efficiency and safety of the Physical Plant operation. 			
Administration			
<ul style="list-style-type: none"> • Develops and directs the implementation of all policies and procedures relating to food services and operational issues at the Ottawa Booth Centre. • Participates in strategic planning for the Booth Centre • Ensures all contractual requirements are met. • Ensures all required reports are provided to Executive Director's review prior to final submission • Ensures timely, complete and appropriate records keeping practices in accordance with legislation and Salvation Army policy Ensure all requirements for The Salvation Army internal Accreditation process for areas of job scope are met and deficiencies addressed • Responsible for completing payroll for direct reports • Responsible for input and managing of the annual operations and food services budgets 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Employment Opportunity

The Salvation Army Ontario Central East Division

Human Resources

- Provide direct supervision to the Maintenance and Housekeeping Supervisor and Food Services Coordinator ensuring they receive proper regular documented supervision, coaching, training and evaluation within their job description
- Participates in the recruitment and selection process to fill any vacant positions in the food services and operations departments
- In consultation with the Human Resources Director, implements progressive discipline, as necessary, up to and including termination, in accordance with the Ottawa Booth Centre policy

Financial

- Works as part of the Management Executive Committee to prepare annual budgets with input from Coordinators.
- Supervises and approves all financial transactions and reviews monthly financial statements and monitors budget on a regular basis for programs within job scope
- Ensures Accounting receives information required for monthly billing and other financial transactions when necessary

QUALIFICATIONS

- Completion of a post secondary education specializing in operations management or equivalent work experience
- Minimum three years experience supervising a team of managers in a fast paced operations management position
- Experience in purchasing practice and inventory control systems
- Proven ability to foster positive work relationships within a Unionized environment
- Strong computer skills including a working knowledge of Microsoft Office and Windows Operating System as well as strong working knowledge of computerized accounting systems.
- Strong organizational abilities.
- Excellent verbal and written communication skills.
- Proven supervisory/management skills and the ability to lead, coach and motivate.
- Ability to deal effectively with others at all levels, including external contacts such as suppliers and funding agencies and to speak to large groups.
- Bilingual (English/French) is an asset
- Valid driver's license and current clean drivers abstract
- Clear Vulnerable Criminal background check required

Hours of work: Monday to Friday 8:00am – 4:30pm

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.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.