

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Toy Centre Driver	Competition #:	45/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time temporary position ending Jan 6, 2017
Salary Range:	\$14.29	Date posted:	September 29, 2016
City:	Ottawa	Posting Expires:	October 12, 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, ON K1N 5W5	
Position Description			
JOB PURPOSE: In a friendly and respectful manner the Toy Mountain Driver provides pick-up and delivery services to donors, clients & customers by exercising safe and careful driving and material handling procedures both in and outside of a warehouse environment.			
EXPECTATIONS & TASK LIST			
<ul style="list-style-type: none"> • Ensures the safe and careful handling of all toys and donations while protecting property, including donations and vehicles • Takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such • Provides customers and donors with courteous and respectful service • Maintains knowledge of legislative and company policies such as Health & Safety Regulations, provincial and municipal highway traffic acts • Adhere to all CVOR regulations including performing circle checks of trucks and maintaining truck logs • Loads and unloads goods at the warehouse, destinations and other storage facilities • The work environment is typically a truck or warehouse setting as such the job requires frequently sitting for long periods of time, twisting , bending, crouching, reaching, reaching overhead, pushing and pulling, lifting and kneeling 			
QUALIFICATIONS			
<ul style="list-style-type: none"> • Completion of High School • One year but less than three years of prior related experience • Capable of lifting and moving large and heavy items up to 50 pounds without help as well as push/pull flatbeds weighing up to 100 pounds with product • Sit for long periods of time • Ability to work under pressure • Good interpersonal and communication skills • Safety Shoes (steel toed) required • Valid "G" Ontario drivers license and clean drivers abstract • Ability to concentrate while driving through traffic • Knowledge of Ottawa region roadways • Clear' Police background check dated within the last 30 days 			
ADDITIONAL INFORMATION: Working hours – Flexible (Days, Evenings and Saturdays)			
<p><i>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.</i></p> <p style="text-align: center;"><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p> <p style="text-align: center;"><i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i></p>			

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.