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| Position Title: | Kettle Drivers | Competition #: | 49/16 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | 1part time temporary positions, ending Dec 30, 2016 |
| Salary: | $14.29 | Date posted: | Oct 27, 2016 |
| City: | Ottawa | Posting Expires: | Nov 4, 2016 |
| Applications Accepted By: |
| Fax or E-mail:(613)241-2818 or laura\_thompson@ottawaboothcentre.org**Attention:** Laura Thompson **Please no phone calls.** | Mail:The Salvation Army Ottawa Booth Centre171 George St., Ottawa, ON K1N 5W5 |
| Position Description |
| **JOB PURPOSE**The Kettle Campaign Driver will be responsible for delivering and picking up The Salvation Army Kettles at various locations throughout the City of Ottawa.**RESPONSIBILITIES:*** Deliver and pick up kettles from assigned locations throughout the City
* Follow the provided schedule and complete necessary paperwork
* Act as a Kettle Attendant when necessary
* Follow policies and procedures as directed by the Kettle supervisor or Kettle Coordinator
* Be presentable and approachable as an ambassador of The Salvation Army
* Follow all pertinent laws, statutes and regulations while operating a motor vehicle

**QUALIFICATIONS:*** High school graduate
* Pass an internal police background check
* Have a valid “G” Ontario Drivers License and clean Drivers Abstract
* Capable of lifting and carrying 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
* Clear’ Police background check dated within the last 30 days

**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.* |