

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Toy Centre Driver	Competition #:	48/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time temporary position ending Jan 12, 2018
Salary Range:	\$14.57	Date posted:	October 11, 2017
City:	Ottawa	Posting Expires:	October 24, 2017

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

- 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

- 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 driver's license and clean drivers abstract
- ability to concentrate while driving through traffic
- knowledge of Ottawa region roadways
- must supply a current Clear Police Reference Check for Vulnerable Sector

ADDITIONAL INFORMATION: Working hours – Flexible (Days, Evenings and Saturdays)

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.