

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Driver	Competition #:	27/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	On call/casual position
Salary Range:	14.62	Date posted:	May 29, 2018
City:	Ottawa	Posting Expires:	June 4, 2018
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: The Driver provides pick-up and delivery services to community partners and other Ottawa Salvation Army locations. She/he exercises safe and careful driving and material handling procedures in a friendly and courteous manner. The successful candidate will be required to assist when needed in the Maintenance Department.			
EXPECTATIONS & TASK LIST <ul style="list-style-type: none"> • adheres to all CVOR regulations including performing circle checks of trucks and maintaining truck logs • takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such • maintains knowledge of legislative and company policies such as Health & Safety Regulations, provincial and municipal highway traffic acts • ensures the safe and careful handling of all transported items while protecting property, including donations and vehicles • provides members of the community, and donors with courteous and respectful service • loads and unloads goods at The Ottawa Booth Centre and other community and Salvation Army destinations • assists all Maintenance staff when required as per direction from Supervisor • and the incumbent is required to travel more than 70% of the time 			
QUALIFICATIONS <ul style="list-style-type: none"> • completion of High School • one year but less than three years of driving experience preferably with a working knowledge of CVOR regulations • capable of lifting and moving large and heavy items up to 50 pounds without help as well as push/pull skids weighing up to 100 pounds with product • ability to twist, bend, crouch, reach, reach overhead as well as lifting and kneeling • good interpersonal and communication skills • safety Shoes (steel toed) required • current valid "G" Ontario driver's license and current clean drivers abstract • ability to concentrate while driving through traffic • knowledge of Ottawa region roadways • able to work with minimal supervision • bilingual (English and French) is an asset • Must supply a current Clear Police Reference Check 			
HOURS: Will vary <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 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.