

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Toy Centre Warehouse Worker/Driver	Competition #:	48/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 Full time temporary position ending Jan 18, 2019
Salary Range:	\$15.15	Date posted:	September 24, 2018
City:	Ottawa	Posting Expires:	October 7, 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: 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 driver's license and clean drivers abstract • minimum 2 years' experience with valid G license • 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)			
<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>			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i>			

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.