

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Toy Centre Warehouse Worker/Driver	<b>Competition #:</b>	48/18
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 Full time temporary position ending Jan 18, 2019
<b>Salary Range:</b>	\$15.15	<b>Date posted:</b>	October 9, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	October 15, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St., Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE:</b> In a friendly and courteous 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.			
<b>EXPECTATIONS &amp; TASK LIST</b>			
<ul style="list-style-type: none"> <li>• ensures the safe and careful handling of all toys and donations, including donations and vehicles</li> <li>• takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such</li> <li>• provides customers and donors with courteous and respectful service</li> <li>• maintains knowledge of legislative and company policies such as Health &amp; Safety Regulations, provincial and municipal highway traffic acts</li> <li>• adheres to all CVOR regulations including performing circle checks of trucks and maintaining truck logs</li> <li>• loads and unloads goods at the warehouse, destinations and other storage facilities</li> <li>• 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</li> </ul>			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• completion of High School</li> <li>• one year but less than three years of prior related experience</li> <li>• 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</li> <li>• sit for long periods of time</li> <li>• ability to work under pressure</li> <li>• good interpersonal and communication skills</li> <li>• safety Shoes (steel toed) required</li> <li>• valid "G" Ontario driver's license with 2 years driving experience and clean drivers abstract</li> <li>• ability to concentrate while driving through traffic</li> <li>• knowledge of Ottawa region roadways</li> <li>• must supply a current Clear Police Reference Check for Vulnerable Sector</li> </ul>			
<b>ADDITIONAL INFORMATION:</b> 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.