

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Driver	<b>Competition #:</b>	09/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time temporary contract (4 month)
<b>Salary Range:</b>	\$14.62-\$15.11	<b>Date posted:</b>	March 8, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	March 14, 2019
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> 613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <p style="text-align: center;"><b>Please no phone calls.</b></p>		<b>Mail:</b> Employee Relations Department 171 George St., Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b>          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.</p> <p><b>Core Values</b>          The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>POSITION PURPOSE SUMMARY:</b>			
<p>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</p>			
<b>RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• adheres to all CVOR regulations including performing circle checks of trucks and maintaining truck logs</li> <li>• takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such</li> <li>• maintains knowledge of legislative and company policies such as Health &amp; Safety Regulations, provincial and municipal highway traffic acts</li> <li>• ensures the safe and careful handling of all transported items while protecting property, including donations and vehicles</li> <li>• provides members of the community, and donors with courteous and respectful service</li> <li>• loads and unloads goods at The Ottawa Booth Centre and other community and Salvation Army destinations</li> <li>• assists all Maintenance staff when required as per direction from Supervisor</li> </ul>			

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.

## **Employment Opportunity**

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- and the incumbent is required to travel more than 70% of the time

#### **QUALIFICATIONS:**

- 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 and up 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

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- A clean drivers abstract

**HOURS: Monday to Friday 7:30am – 4:00pm**

*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.*