

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Toy Centre Supervisor/Driver	<b>Competition #:</b>	40/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 Full time temporary position ending Jan 17, 2020
<b>Salary Range:</b>	\$17.00	<b>Date posted:</b>	October 24, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	November 6, 2019
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@saobc.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>			
<p>The purpose of the expectation task list is to identify and clarify what management expects from the incumbent. This task list indicates the general nature and level of work expected of the incumbent and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. The following expectations and tasks will be part of the annual performance appraisals; merit increases will be based on the level of performance in each of the following areas. The employer may assign other job related duties.</p> <p>Expectations may change year to year and both parties should use the annual performance appraisal to determine realistic and equitable goals and outcomes for the upcoming performance year.</p> <p>The Supervisor/Driver is responsible for ensuring the smooth and efficient operation of the Toy Centre warehouse and supporting the overall campaign in meeting its mandate.</p> <p><b>ACCOUNTABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Supervises and provides orientation to warehouse volunteers</li> <li>• Works collaboratively with Toy Centre Admin Supervisor to ensure proper volunteer coverage for warehouse</li> <li>• Ensures the safe and careful handling of all toys and donations while protecting property, including donations and vehicles</li> <li>• Takes responsibility for daily and overall safety, maintenance, operation of vehicle, including adhering to all OBC/SA vehicle policies, and records of such</li> <li>• Picks up and delivers community donations when necessary</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>• Loads and unloads goods at the warehouse, destinations and other storage facilities</li> <li>• The work environment is typically a vehicle 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>			

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### Health and Safety

- Adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- Ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected

### Working Conditions:

- May deal with angry and abusive clients
- May encounter verbal abuse
- Driving in hazardous conditions
- Risk of back injury if proper precautions are not taken
- Extreme temperature changes (warm to cold & cold to warm)

### EDUCATION AND EXPERIENCE QUALIFICATIONS:

#### Education, Qualifications and Certifications:

- Completion of High School

#### Experience and Skilled Knowledge Requirements:

- Minimum 2 years direct experience in a supervisory role

#### Skills and Capabilities:

- 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
- Clear Police background check dated within the last 30 days

**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.*

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