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| Position Title: | Kettles Support Worker | Competition #: | 50/21 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: |  3 Temporary Full time contract position ending December 24, 2021 |
| Salary Range: | $20.00 | Date posted: | October 26, 2021 |
| City: | Ottawa | Posting Expires: | November 1, 2021 |
| Applications Accepted By: |
| Fax at 613 241-2818 or Email at: jobs@saobc.org**Attention:** Employee Relations Department**Please no phone calls.** |
| Organization Description |
| 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.**Mission Statement**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.**Core Values**The Salvation Army Canada and Bermuda has four core values:**Hope:** We give hope through the power of the gospel of Jesus Christ.**Service:** We reach out to support others without discrimination.**Dignity:** We respect and value each other, recognizing everyone’s worth.**Stewardship:** We responsibly manage the resources entrusted to us.**Position Purpose summary:** The Kettle Support Worker assists the Kettle Supervisor in ensuring Ottawa Booth Centre achieves its objectives for the annual Christmas Kettle Campaign.**Accountabilities:** * Ensure kettle drivers are prepped on a daily basis for their routes
* Ensure kettle operations are next day ready by end of daily shift
* Ensures all COVID protocols are followed and adhered to.
* Ensure donations are received, stored and secured as per operating policy
* Ensure kettle worker and driver hours are accurately entered into Ultipro on a daily basis
* Be available to answer designated kettle phone to answer any questions from the field as well as be prepared to problem solve any issues which might come up
* Confirm kettle shifts with the kettle attendant for next day
* Report any issues to the Kettle Lead
* Ensure kettle location is secured as per operating policy at end of shift
* When necessary, provide on the spot coaching of attendants and drivers
* Act as main contact for kettle drivers
* Must be available to work Dec 24 as well as flexible hours through the campaign including evenings and Saturday

**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 frustrated attendants
* May encounter verbal abuse

**Education, Qualifications and Certifications:** * One to two years completed post-secondary education

**Experience and Skilled Knowledge Requirements:*** One to two years’ supervisory experience leading a team
* Strong computer skills
* Strong organizational skills and ability to problem solve in fast paced environment
* Ability to motivate and coach a team

**Skills and Capabilities:** * Good interpersonal skills
* Strong computer skills and understanding of Excel, Word and email
* Valid Ontario ‘G’ driver’s license and access to a vehicle
* Current clean drivers abstract dated within the last 30 days
* ‘Clear’ Police background check dated within the last 30 days

**Hours:** Hours are varied and may include 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. |