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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. | | | |