

Employment Opportunity

The Salvation Army Ontario Division

Position Title:	Toy Centre Lead	Competition #:	45/21
Ministry Unit:	Ottawa Booth Centre	Position Type:	3 Temporary Full time contract position ending January 21, 2022
Salary Range:	\$20.00	Date posted:	October 6, 2021
City:	Ottawa	Posting Expires:	October 12, 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.

The Toy Centre Lead is responsible for assisting in the set up and maintenance of the Toy Centre as well as assistance in the day to day operations, ensuring toys are available to children in need.

ACCOUNTABILITIES:

- Assist in the setup of Toy Mountain – Toy Centre, including the office area, sorting area, and receiving area
- Unload trucks from the receiving area/loading dock throughout the day
- Transport toys from the receiving area to the sorting and packing area. Sort toys by age and gender and pack toy bags as per Toy Mountain standards
- Provides Toy Mountain volunteers with on-site training in sorting and packing toy bags
- Greet clients and volunteers at the door ensuring all prescribed COVID precautions such as regulating the number of people entering the Toy Centre, temperature check of those entering, cleaning protocol and posted COVID precautions are strictly adhered to
- Verify client and child's ID and confirmation number against the Toy Mountain database as well as verify the client's income to ensure eligibility for the program. Supply those who are eligible for the program with an approved pick- up form

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- Verify the client requirements against the pick-up tag, then retrieve the appropriate toy bags and review the information with the client prior to releasing the toys.
- May be required to pick up toys in the community

HEALTH & 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
- Ensure proper body mechanics are utilized when moving toys
- Must wear CSA approved steel toed shoes or boots

WORKING CONDITIONS

- May deal with angry and abusive clients
- May encounter verbal abuse
- The work environment is typically a warehouse setting or office setting and as such may require sitting for long periods of time, twisting, bending, crouching, reaching overhead, pushing and pulling, lighting and kneeling. May be required in work in a noisy environment
- Must be able to push/pull up to 100 pounds on a cart
- Must be able to lift up to 50 pounds with assistance

EDUCATION AND EXPERIENCE QUALIFICATIONS

Education, Qualifications and Certifications:

- Completion of High School

Experience and Skilled Knowledge Requirements:

- Ability to multi-task and have demonstrated a high level of organization, accuracy, attention to detail, and time management skills
- Ability to learn processes and technology quickly
- Ability to think “outside the box” to address unique situations that arise and suggest process improvements
- Minimum 2 years driving experience with a valid ‘G’ Ontario driver’s license as well as a current clean drivers abstract is a strong asset

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Skills and Capabilities:

- Self-motivated
- An intermediate knowledge of Word and Excel
- Demonstrated ability to develop effective working relationships with internal and external customers
- This position will require physical work like walking, lifting up to 40 lbs. dragging and reaching
- Ability to maintain information in confidence and exercise good judgment
- Bilingualism (French/English) is an asset
- Must supply a current Clear Police Reference Check

HOURS: Will vary

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.