

# 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>	\$16.00	<b>Date posted:</b>	October 9, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	October 22, 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>			
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.			
<b>ACCOUNTABILITIES:</b>			
<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>			
<b>Health and Safety</b>			
<ul style="list-style-type: none"><li>• 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</li><li>• Ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected</li></ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"><li>• May deal with angry and abusive clients</li><li>• May encounter verbal abuse</li></ul>			

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- 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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