



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Toy Mountain Lead	<b>Competition #:</b>	49/22
<b>Department:</b>	Toy Mountain	<b>Status/Position Type:</b>	1 Temp Full-time contract ending January 27, 2023
<b>Compensation:</b>	\$20.00	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Date posted:</b>	November 16, 2022
<b>Address:</b>	171 George Street	<b>Posting Expires:</b>	December 3, 2022

### APPLICATIONS ACCEPTED BY:

Please email resumes to [jobs@saobc.org](mailto:jobs@saobc.org)

Or fax at 613 241-2818, Attention: Human Relations Department

**Please no phone calls**

### MISSION, VISION AND VALUES:

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.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### 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.

### TERMS AND CONDITIONS:

#### 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
- 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





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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 current clean drivers abstract.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*You must advise your managing supervisor of your intentions prior to submitting your application.*

