



Employment Opportunity - Ontario Division

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| Job Title: | Driver/Warehouse Worker | Competition #: | |
| Department: | Community & Family Services | Status/Position Type: | Permanent Full-Time |
| Compensation: | \$18.47/hour | Unionized: | No |
| Ministry Unit: | Chatham-Kent Ministries | Date posted: | April 26, 2024 |
| Address: | 456 St. Clair St., Chatham, ON | Posting Expires: | May 5, 2024 |

APPLICATIONS ACCEPTED BY:

Email: maria.wall@salvationarmy.ca
Attention: Maria Wall, HR Assistant
Mailing Address: 46 Orangewood Blvd., Chatham, ON N7L 5H1
Attention: Maria Wall, HR Assistant
Fax: 519-354-9029
Please, no phone calls.
Please include the Job Title in your email subject line.
Interested applicants must respond in writing with a cover letter and resume.

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:

POSITION PURPOSE SUMMARY:

The Driver/Warehouse Worker is required to handle a variety of duties in the warehouse and assisting with the pick-up and delivery of donations.

Accountabilities

1. Service Responsibilities - Driving

- Drive the ministry unit's transit vehicle.
- Ensure the safe and careful handling of all deliveries and donations, while protecting property, including donations and vehicles.
- Take responsibility for daily and overall safety, maintenance, operation of vehicle, and records of the vehicle.
- Provide customers and donors with courteous and diplomatic service.
- Ensure that any spillage is cleaned up and maintain the required level of cleanliness within the site and vehicle.
- Maintain knowledge of legislative and company policies such as Health and Safety Regulations, Provincial and Municipal Highway Traffic Acts; perform circle checks of the vehicle and maintain vehicle logs.
- Report any vehicle mechanical failures or concerns to the Corps Officer in a timely manner.
- Pick up food purchases from warehouse and/or grocery stores and deliver to appropriate food bank; donations from residential homes and deliver to appropriate thrift store.
- Assist with picking up donations from food drives, events, etc.
- Load and unload goods at the thrift stores, food banks, and other destinations and place merchandise in designated areas within the stores, food banks, or warehouse by the end of each shift.
- Assist with the placement and relocation of large, donated items in the store when necessary.
- Load and transport waste from the thrift store to the landfill as required, and unload at the landfill; load, transport, and unload the truck when a recycling and/or bale run is required, when a trip to the dump is required to dispose of the garbage.
- May be required to provide seasonal assistance with Christmas hampers, toys etc.





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2. Service Responsibilities – Warehouse

- Receive products/donations and document accordingly and assist with sorting of donated goods.
- Place all warehouse products in designated areas within the warehouse.
- Contribute to the overall safety of staff, volunteers, donors, and clients (e.g., ensuring that fire exits are clear, no obstacles inside/outside of the warehouse).
- Maintain inventory of food products in the warehouse.
- Prepare food for distribution to food banks within ministry unit.
- Operate the provided pallet jack and stacker as needed.
- Work with volunteers as assigned.

3. Health and Safety

- Maintain knowledge of legislative and company policies such as Health & Safety Regulations, provincial and municipal highway traffic acts.
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.
- Ensure the safe and careful handling and pickup of all deliveries, donations etc. while protecting the property, including donations and vehicles.
- Ensure that any spillage is cleaned up and maintain the required level of cleanliness within the warehouse.
- Responsible for the following, work in compliance with the Ontario Health & Safety Act and Regulations, use personal prescribed safety equipment and clothing as directed by the employer, report workplace hazards, dangers, injuries or illness, work in a manner as required by the employer, and report workplace injuries or illness.
- Report any safety issues immediately and ensure care is taken with all equipment and property.

Performs other related duties as required.

CRITICAL RELATIONSHIP MANAGEMENT:

Governance Boards and Councils: None

Internal:

- Corps Officer, staff, volunteers

External:

- Community, clients

MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:

- This position reports directly to the Corps Officer or designate.
- This position has no direct or indirect reports.

WORKING CONDITIONS:

- This is a permanent full-time position based on 37.5 hours per week.
- Flexibility in scheduling is required and schedule may vary according to requirements of responsibilities and may include some evening and weekend work.
- Ability to lift/move 50 lbs., and this job requires frequent twisting, bending, crouching, reaching, lifting, and kneeling.
- Required to follow precautionary measures, required to wear safety shoes or boots, gloves, hard hat when applicable.
- Working environment is typically in the warehouse or on the road conducting deliveries or pickups.
- The incumbent may work under the following disagreeable conditions, odors, and a dirty environment.

Normal working hours: Monday to Friday, 8:00 a.m. to 4:00 p.m., and includes a ½-hour unpaid meal break.

The above responsibilities must be performed in keeping with The Salvation Army's Mission, Vision, and Values, in a professional manner, upholding our code of conduct.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Education, Qualifications and Certifications:

- Completion of secondary school, plus some specialized courses of up to six months



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Experience and Skilled Knowledge Requirements

- Minimum of 1 year of related experience driving in a professional capacity.
- Minimum of 3 months experience including warehouse and stocking procedures.
- Valid Ontario Class "G" driver's license, original copy of driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.

Alternative combinations of education and experience may be considered.

Skills and Capabilities

- Represent the organization in a professional and engaging manner.
- Ability to work independently and participate as an active and responsible team member in a cooperative team environment.
- Exhibit good listening skills, have strong oral/written communication skills.
- Excellent interpersonal skills, integrity, and adaptability.
- Self-motivated and reliable.
- Ability to relate to customers and donors in a professional and courteous manner.
- Treat the property of The Salvation Army with due care and caution.
- Ability and willingness to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check screening.
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.

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.

