

Employment Opportunity The Salvation Army B.C. Division



Giving Hope Today

Job Title:	Kitchen Helper / Driver	Position Type:	Full Time
Job ID:	JO#201839	Facility:	Victoria ARC, B.C.
Location:	525 Johnson Street, Victoria, B.C.	Posting Expires:	August 31, 2018
Interested applicants must respond with cover letter and resume and indicate "KITCHEN HELPER/DRIVER- #201839" in the subject line.			
Attention:		Or In person:	
<p>Employee Relations</p> <p>Email: Resumes@victoriaarc.org</p> <p>Fax : 250-384-8412</p>		<p>525 Johnson Street, Victoria, BC</p> <p>Please no phone calls.</p>	
<p>Under the direction of the Food Services Manager or employer's designate, is responsible for all pickups and deliveries of donations and food supplies as scheduled and/or required; under the supervision of the cooks, assists the kitchen staff in cleaning and other food service tasks.</p>			
RESPONSIBILITIES:			
<u>Driver Duties:</u>			
<ul style="list-style-type: none"> • Responsible for picking up all donations and making deliveries as required. • Sorts all donations before stocking in coolers, refrigerators and/or freezers. • Upon receipt of any fresh bread, contacts the kitchen staff if they need it before freezing. • Investigates and corrects temperature in fridges, freezers, coolers and other food storage areas according to food safe standards. • Rotates the donations in the coolers and refrigerators. • Ensures that coolers/refrigerators on the loading dock and in the kitchen are kept organized and clean. • Recycles any bakery products in coolers and freezers. • Takes any spoiled products or outdated products to the dumpster. • Ensures that the vehicles are not below a quarter ¼ of a tank on fuel. • Reports and communicates to users malfunctioned vehicle and/or storage equipment immediately. • Ensures proper conduct and communication with donors, suppliers, partners and general public. • May be required to pick up and deliver clients, guests, etc. 			
<u>Kitchen Helper Duties:</u>			
<ul style="list-style-type: none"> • Sweeps and mops all floors in the kitchen and dining room areas. • Disposes all kitchen garbage. • Provides additional support to the kitchen staff as required (ie. cleaning). • May perform other related duties as required. 			
QUALIFICATIONS/EXPERIENCES:			
<ul style="list-style-type: none"> • Minimum Grade 10 education • Must have two (2) years or more similar driving experience • Must have valid B.C. Class 5 driver's license. A driver's abstract will be required • Must be able to follow instructions both verbally and written • Must be able to work cooperatively with others • Must possess current Food Safe 1 and Occupational First Aid/CPR certificates • Must provide own safety work boots • Willing to wear specified dress code and identification • Must understand and reflect the ARC Philosophy, Standards, and Tenets 			

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. Each position contributes to the mission of The Salvation Army.

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TERMS OF EMPLOYMENT:

- Full Time, Monday to Friday (7:30 AM to 3:30 PM)
- 37.5 hours per week

The use of a personal vehicle is not required in the performance of duties. This position is open to male and female applications. This position requires union membership.

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 Department Heads of your intentions prior to submitting your application.