



## **Mission to Seafarers Port of Vancouver**

### **Job description**

#### **Appointment**

Hired following an interview with the Senior Port Chaplain (SPC)

#### **Purpose/Goal**

To be present and care for the seafarers at the seafarers centre.

#### **Qualifications/Knowledge/Attitudes**

- To provide a warm and welcoming atmosphere in the centre.
- To be able to show initiative in a positive and creative manner.
- To be able to work well with others.
- To be reliable and trustworthy.
- To be punctual to work

#### **Duties and responsibilities**

##### **Financial**

- Daily cash out (count/balance/record nightly sales) securing money and float in the safe.
- Maintain adequate small denominations of US dollars for change using and maintaining the float in the till and the safe.

##### **Seafarers**

- Call taxi upon seafarers request *if* the Mission mini-van is not running.
- Assist seafarers with the Wi-Fi, SIM cards, purchasing snacks, souvenirs and giving directions.
- Prepare money transfers to the Philippines and arrange for transfer in coordination with the SPC.
- Put out coffee and leave out cookies, sweets as available.

##### **Shop**

- Stock shelves as needed
- Price products for sale.

- Notify the SPC of items needed
- Look for expiry 'best before dates' and place items on the shelves accordingly.
- Assist with the annual inventory count of all products done during normal hours at the end of December.
- Sort and tidy gently used clothes and stuffed toys.

### Miscellaneous

- Open and lock up according to the scheduled hours
- Sort recycling material (rinse out bottles and glass), paper and plastic and place in the bins provided.
- As needed clean tables, keep kitchen and coffee area clean, dust shelves, wipe door handles.
- Attended staff meetings.
- Take care of Chico the resident cat.

### Grievances

- Problems and concerns are to be directed to the Senior Port Chaplain.

Signed

Reverend Peter Smyth, Senior Port Chaplain.

Date

Signed

Date

### Addendum A

#### **Terms and Conditions of as determined by the Mission to Seafarers**

- **Sick leave see Mission Policy**
- **Salary** as per payroll
- **Annual vacation** according to length of service.
- **Overtime and BC Stat days** to be taken as additional time off within calendar year.

Signed

Date: