



Caring for seafarers  
around the world

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## **Mission to Seafarers Roberts Bank Centre**

### **Job description -Evening Staff**

#### **Purpose/Goal**

Responsible for maintaining accurate records at the point of sale, managing merchandise, and providing support to the seafarers in a welcoming and clean space.

#### **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 have good communication skills.
- To be reliable and punctual to work
- To be flexible as to when available.
- To speak more than one language is advantageous.
- To have personal transportation is essential.

#### **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**

- Assist seafarers with the Wi-Fi and making purchases.
- Prepare money transfers to the Philippines and arrange for transfer in coordination with the Senior Port Chaplain
- Put out hot drinks, bakery treats, hot dogs, and other food as needed or available.
- Coordinate with other Chaplains for availability to give rides & exchange money and call a taxi if no other means of transport is available.
- Drive seafarers to and from RB1 and the Westshore Security Gate and to and from the Seafarers Centre.

- Put the weekly bakery donations into fridge/freezer as appropriate and offer it to seafarers when available.
- Exchange US\$ for Cdn\$ at the confirmed rate to help the seafarers going ashore.

### **Shop**

- Open and lock up according to the scheduled hours
- Stock shelves when supplies are available.
- Price products for sale checking with the Supervisor.
- Notify the Supervisor of items needed.
- Look for expiry 'best before date' 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 used clothing, stuffed toys, books, and other free donated items on shelves.

### **Maintenance**

- Sort recycling material (rinse out bottles and glass), paper and plastic and place in the bins provided.
- Clean tables, keep the kitchen and coffee area clean, dust shelves, wipe door handles, pool table.
- Checking with the Supervisor clean the floors, bathroom and empty garbage cans as needed.
- Shovel snow from and salt walkways, and brush and or hose excess coal dust from
- Water any plants as needed.

### **Grievances**

- Call the Supervisor and or Mission to Seafarers Chaplain if any situation arises that you need their help to deal with it.

### **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 as per Mission Policy**
- **Salary** as per payroll
- **Annual vacation** according to length of service.
- **BC Stat days** worked receive a day off in lieu to be taken within the calendar year.

