



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.

