

## **JOB DESCRIPTION: SHORESIDE ASSISTANT**

**Employer:** S.A.L.T.S. Sail and Life Training Society

**Supervisor:** Tristan Hedley (and in his absence, Patrick Sharman)

**Status:** Part-time temporary

**Contract Period:** March 4 to October 22, 2017

**Hours Worked:** 12-16 hours per week (see details below under “Responsibilities”)

**Compensation:** \$13/hour plus WCB, CPP, EI, and vacation pay. Please provide a time sheet to our Finance Manager every two weeks.

### **Responsibilities:**

Our preference is to find a candidate willing to work 16 hours per week and with the skills to enable him/her to do our shopping for fresh groceries for the schooners (approx. 6-8 hours), shopping for bosun/maintenance supplies (3-4 hours), and the balance of hours assisting the Shop Foreman with ship maintenance duties. We will consider applicants who only wish to do the shopping part of the role (up to 12 hours per week) but preference will be given to candidates who have the time/skills to do the full job (16 hours/week) as follows:

- Communicate with the cooks of Pacific Swift and Pacific Grace each week, get a list of fresh groceries required, purchase these items in the quantities required using means of payment and vehicle provided by SALTS, and deliver and stow these items on board the ships in their appropriate locations prior to their next week’s voyage. Pick up ship’s laundry and stow on board the ships.
- Shop for any items ship maintenance items required by the Bosuns of Pacific Grace, Pacific Swift, or the Shop Foreman and deliver them to where they are required.
- [Optional but preferred] Assist the Shop Foreman with tall ship maintenance (e.g. brightwork, etc.), shop cleaning/organization, or other duties as required

### **Qualifications:**

- Ability to shop for groceries and supplies
- Physical ability to lift bags and boxes of groceries, carry items up and down a ship’s ladder, board/disembark a ship, and do physical labour
- Driver’s License and ability to drive in downtown Victoria or elsewhere as needed (a vehicle will be provided but must be picked up/dropped off downtown)
- Organized and dependable

**To apply** please send a résumé and cover letter to Loren Hagerty, Executive Director, [director@salts.ca](mailto:director@salts.ca) by February 13, 2017.