**Mission to Seafarers Port of Vancouver**

**Job description – Supervisor Robert’s Bank**

**Appointment**

Hired following an interview with the Senior Port Chaplain.

**Purpose/Goal**

To supervise the smooth running of the centre at Robert’s Bank for the care of the seafarers.

**Qualifications/Knowledge/Attitudes**

* To provide a warm and welcoming atmosphere in the centre.
* To be able to work independently with minimal supervision.
* To be able to communicate and work well with others.
* To be reliable and trustworthy.
* To be punctual.

**Duties and responsibilities**

**Financial**

* Have *oversight* of the *daily cash out* (till receipt, cash out sheet and money in a sealed envelope dated and signed by employee and placed in the safe).
* Prepare for each Wednesday the weekly deposit.
* Maintain and reconcile the monthly ‘petty cash’ with receipts for downtown.
* Maintain and reconcile the monthly ‘MasterCard’ expense sheet with receipts for downtown.
* Count and prepare any ‘donations’ and place in safe.
* Count ‘float’ and maintain change in folder in safe
* Make photocopies of all seafarer money transfers.

**Seafarers**

* Only upon request call taxis for seafarers.
* Assist seafarers with the Wi-Fi, SIM and phone cards, purchases, giving directions etc.
* Prepare and sort out money transfers and in coordination with the other staff take to the PNB in Surrey
* Notify downtown of the total monthly seafarer centre visits located in binder as signed by seafarers.

**Shop**

* Prepare and submit UNO orders (Filipino chips etc.)
* Price and stock shelves and cooler as needed.
* Enter new products into the register.
* Organize and store extra products.
* Track inventory levels for re-orders adding to the list what is needed.
* Monitor ‘best before dates’ and record ’write offs’ on monthly sheet.
* Manage the annual inventory post –Christmas.

**Miscellaneous**

* Communicate regularly with the other staff and esp. the Senior Port Chaplain.
* Supervise the cleaning and sorting of tins and bottles for recycling and put the money in the safe.
* As needed clean tables, keep kitchen area clean, staff washroom and dust shelves.
* Prepare monthly any mileage and time sheets for staff.
* Prepare the monthly staff work schedule.
* Notify the Senior Port Chaplain of maintenance issues.

**Grievances**

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

Signed

Reverend Peter Smyth, Senior Port Chaplain

Date

Signed