



JOB DESCRIPTION

Written by: Laura Congleton

Date: January 1, 2018

TITLE: Red Kettle Bell Ringer
REPORTS TO: Business Administrator
STATUS: Nonexempt
SCHEDULE: Seasonal - November 23 through Christmas Eve

FUNCTION: The Salvation Army Bell Ringer must be able to stand for an extended period of time while ringing the bell greeting customers and acknowledging guests. The Bell Ringer is responsible for securing donation for The Salvation Army to be used for services in our community.

DUTIES:

- Ring the bell at your appointed kettle stand/location
- Smile and greet customers
- Collect monetary donations of behalf of The Salvation Army
- Greet guest in a friendly and hospitable manner

MINIMUM QUALIFICATIONS:

- Must possess and understanding of and appreciation for the Mission of The Salvation Army
- Have a pleasant, outgoing personality
- Able to work flexible hours
- Dependable
- Safety conscious
- Excellent customer service
- Must be able to stand for long periods of time

COMMUNCATES WITH:

Internal

Corps Officer
Corps staff

External

Representatives at kettle stand locations
Guests/customers

WORKING CONDITIONS:

During an average workday, the jobholder will sit 5% and stand/walk 95%.

Legend:	N	Not at All (Zero Hours)
	V	Very Little (Zero to one (1) hour)
	O	Occasionally (One (1) to two (2) hours)
	F	Frequently (Three (3) to four (4) hours)
	R	Repetitively (Five (5) to six (6) hours)
	C	Continuously (Seven (7) or more hours)

Body Movements:

- V - Bend/Stoop
- V- Squat
- N- Climb
- V- Reach
- V- Crouch
- N- Kneel
- V- Balance
- N- Push/Pull

Weight Lifted:

- V- Up to 10 lbs.
- V- 11 to 35 lbs.
- V- 36 to 75 lbs.
- N- 76 or more lbs.

Weight Carried:

- V - Up to 10 lbs.
- V- 11 to 35 lbs.
- V- 35 to 75 lbs.
- N- 76 or more lbs.

Hand Movements:

- F- Light grasping
- F- Firm grasping
- N- Pinching
- N- Vibration
- N- Torque
- N- Extended Weight

Environmental:

- N - Working on heights
- O - Work on uneven ground
- O- Work near moving equipment

Exposure:

- F- Physical (noise, temperature, dust, etc.)
- N- Chemical (cleaning solvents, fresh paint, etc.)
- N- Radiation (microwave in lunchroom, etc.)
- F- Extreme Heat and Cold
- N – Biological (body fluids)

General Statement: The above is general in nature and is not intended to be exhaustive.

Area of Special Concern: This position may require long work hours in a very active environment.

ACKNOWLEDGMENT OF RELIGIOUS PURPOSES OF THE SALVATION ARMY:

The employee acknowledges that he/she has been informed and understands The Salvation Army’s religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Salvation Army’s religious purposes.

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

This job description is subject to change as programs evolve.

ACKNOWLEDGMENT: I have read, understand and have received a copy of this job description.

Employee Name

Employee Signature

Date