



# Summer Job Opening

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Interested applicants should submit a cover letter together with a resume to:

Mennonite Community Services  
 Attention: HR Coordinator  
 16 Talbot Street East  
 Aylmer, ON N5H 1H4

email [hr@mcson.org](mailto:hr@mcson.org)  
 call 519-765-3026 for more details

<b>Job Title:</b>	Processing Room Clerk – summer position
<b>Starting Date:</b>	May 2021
<b>Job Summary:</b>	<u>This position</u> is offered exclusively under the Canada Summer Jobs grant for those under age 30. This position is for a youth looking for experience and connections related to thrift, retail, and business skills. The Thrift Manager will supervise the worker. Job is 37.5 hours a week, up to 17 weeks with possibility to continue employment after funding ends.
<b>Core Competencies:</b>	Must have some secondary training; Competent in using Microsoft Office; Strong oral and written communications skills; Good social skills; Strong organizational skills; Excellent decision-making skills; Good problem-solving skills; Strong delegation skills; Retail experience preferred.
<b>Core Job Duties:</b>	Receive, sort and price donations; Organize and prepare stock to be sold or recycled; Direct volunteers; Research specialty items; Look for innovative upcycling and waste reduction solutions; Assist with stocking; Interact with volunteers and donors.
<b>Requirements and Qualifications:</b>	Excellent customer service skills; Excellent oral and written communication skills; Excellent interpersonal skills; Appreciation and understanding of various cultures, peoples and languages; Experience with thrift sales; Previous retail work experience; Model non-violent peacemaking; Participate in staff meetings and events; Be willing to work some evenings and Saturdays.

Only suitable applicants will be asked to complete an application or be invited for an interview.

**Note: This position is funded by Canada Summer Jobs**