



# Job Opening

Mennonite Community Services of Southern Ontario (MCS) is a not for profit charity providing services to newcomers and the community. MCS is owned by several area Mennonite Churches who send delegates to serve on the board of directors. MCS seeks to link resources with needs through its programs of Settlement, Employment, FESPA, Radio and Thrift Store.

Interested candidates should submit a **cover letter** together with a **resume** to:

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

Phone: 226-544-0380  
 Email: hr@mcsn.org

<b>Job Title:</b>	<b>Processing Room Clerk – Summer Position</b>
<b>Starting Date:</b>	May 15, 2023
<b>Hours:</b>	Full time hours. Days, Evenings, Saturdays
<b>Wage:</b>	\$15.50 per hour
<b>Job Summary:</b>	The Processing Room Clerk position is offered exclusively under the <b>Canada Summer Jobs</b> grant for those under age 29. The position is for youth looking for experience and connections related to thrift, retail, and business skills.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Work in cooperation with staff and volunteers;</li> <li>• Help maintain a welcome atmosphere for donors and customers;</li> <li>• Receive, sort and inspect incoming donations;</li> <li>• Operate tagging station to create price tags for donated items</li> <li>• Organize and prepare items to be sold or recycled;</li> <li>• Research specialty items to be sold within Silent Auction;</li> <li>• Learn and seek innovative upcycling and waste reduction solutions;</li> <li>• Learn about charity impacts on community and the charity history;</li> <li>• Maintain walkways and outside receiving area of building;</li> <li>• Other related duties as assigned.</li> </ul>
<b>Core Requirements:</b>	<ul style="list-style-type: none"> <li>• Retail and customer service experience;</li> <li>• Strong organizational skills;</li> <li>• Basic computer skills;</li> <li>• Commitment to Christian faith and non-violent peacemaking.</li> </ul>
<b>Requirements and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Effective time management skills;</li> <li>• Good decision-making skills;</li> <li>• Walking/standing for extended periods of time</li> <li>• Ability to lift up to 30 lbs. and exert 11 to 25 lbs. of force frequently</li> <li>• Willingness to work some evenings and Saturdays</li> <li>• Police check for the vulnerable person sector required upon hire at applicants expense</li> </ul> <p>Must be willing to adhere to health and safety protocols including any related to COVID-19.</p>

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

Note: This position is dependant upon funding by Canada Summer Jobs