



# 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 faithfully 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@mcson.org](mailto:hr@mcson.org)

<b>Job Title:</b>	Processing Supervisor
<b>Starting Date:</b>	April 2024
<b>Hours:</b>	37.5 hours per week. Days, some evenings and some Saturdays
<b>Wage:</b>	\$20 + Depending on experience, Benefits included
<b>Job Summary:</b>	The Processing Supervisor, in combination with the general manager, will provide leadership to staff and volunteers in the receiving and processing areas to ensure a smooth transition into the retail area.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Over see day-to-day operations regarding receiving and processing donations</li> <li>• Train and monitor staff and volunteers in operational processes as well as health &amp; safety requirements including cleaning, stocking, and removal of items</li> <li>• Identify ways to improve efficiency in all processing areas</li> <li>• Encourage staff and volunteers</li> <li>• Create monthly schedule for volunteers</li> <li>• Resolve customer complaints in a polite and professional manner or refer to general manager</li> <li>• Other duties as assigned</li> </ul>
<b>Core Requirements:</b>	<ul style="list-style-type: none"> <li>• Relevant retail and warehouse skills and experience;</li> <li>• Relevant supervisory experience;</li> <li>• Strong leadership skills;</li> <li>• Strong problem solving skills;</li> <li>• Good Microsoft Office skills;</li> <li>• Commitment to Jesus centred faith and non-violent peacemaking</li> </ul>
<b>Requirements and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Gr 12 Secondary School Diploma or Post Secondary education;</li> <li>• 1 year minimum supervisory experience;</li> <li>• Effective time management skills;</li> <li>• Strong organizational skills;</li> <li>• Excellent oral and written communication;</li> <li>• Excellent interpersonal skills;</li> <li>• Willingness to work some evenings and some Saturdays;</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Able to stand and walk for long periods of time;</li><li>• Ability to lift up to 30 lbs. and exert 11 to 25 lbs. of force frequently;</li><li>• Ability to speak Low German language an asset but not required;</li><li>• Police check for the vulnerable person sector required upon hire at applicants expense;</li><li>• Must be willing to adhere to all health and safety protocols if required.</li></ul> |
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Only suitable applicants will be asked to complete an application or be invited for an interview.  
MCS is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.  
We welcome applications from all qualified persons.  
If you require accommodations, please notify us and we will work with you to meet your needs.