



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 and a resume**, to:

Mennonite Community Services
 Attention: Human Resources
 16 Talbot Street East
 Aylmer, ON N5H 1H4

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

Job Title:	Processing Associate / Stock Room Clerk (Temporary 8-week term)
Starting Date:	May 12, 2025
Hours:	37.5 hours per week. Days, Evenings and Saturdays
Wage:	\$17.20 per hour
Job Summary:	The Processing Associate / Stock Room Clerk - Summer Position will assist in the receiving and processing of donated items. This will include working within all processing areas to cycle items through to retail in a timely manner.
Job Duties:	<ul style="list-style-type: none"> • Work in cooperation with staff and volunteers • Receive, inspect and pre-sort donations into bins • Assist in processing items for sale in the retail store; includes hanging items and cleaning items • Retrieve and move stored donations such as furniture, seasonal décor and clothing • Other duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • Relevant Customer Service experience • Strong problem-solving skills • Excellent interpersonal skills • Commitment to Jesus centred faith and non-violent peacemaking
Requirements and Qualifications:	<ul style="list-style-type: none"> • Post Secondary education (currently enrolled or completed) • Strong organizational skills • Excellent oral and written communication • Effective time management skills • Able to sit/stand/walk for long periods of time • Ability to lift up to 30 lbs. and exert 11 to 25 lbs. of force frequently • Appreciation for the Low German language, people, and culture an asset • Ability to speak Low German language an asset but not required • Willingness to work evenings and Saturdays • Police check for the vulnerable person sector required upon hire at applicants expense <p>Must be willing to adhere to all health and safety protocols required by Public Health.</p>

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.