



# 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 elect 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 Associate
<b>Starting Date:</b>	July 13, 2026, or sooner
<b>Hours:</b>	37.5 hours per week. Regularly scheduled Saturdays and evenings.
<b>Wage:</b>	\$18 + per hour – Depending on experience, plus benefits
<b>Job Summary:</b>	The Processing Associate will support processing and retail staff within Aylmer Thrift Store. This includes assisting with receiving, sorting, pricing and processing of donated items for sale within the retail store.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Greet and interact with donors and customers</li> <li>• Receive and inspect donations</li> <li>• Process donated items, including hanging and cleaning items</li> <li>• Retrieve and move seasonal décor and clothing on a regular basis</li> <li>• Use ladders, pump carts and hand carts to retrieve large items for retail</li> <li>• Other duties as assigned</li> </ul>
<b>Core Requirements:</b>	<ul style="list-style-type: none"> <li>• Relevant customer service experience</li> <li>• Ability to regularly lift up to 50 lbs. and push/pull 10 to 30lbs. frequently</li> <li>• Able to stand/walk for long periods of time</li> <li>• Strong organizational 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</li> <li>• 1+ years retail experience</li> <li>• Strong problem-solving skills</li> <li>• Excellent oral communication</li> <li>• Effective time management skills</li> <li>• Appreciation for the Low German language, people, and culture an asset</li> <li>• Police check for the vulnerable person sector required upon hire at applicants expense</li> </ul>
<p>Only suitable applicants will be asked to complete an application or be invited for an interview.          Artificial Intelligence (AI) is not used in the review of resumes or applications.          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.</p>	