



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

Job Title:	Processing Associate
Starting Date:	February 1, 2025
Hours:	22.5 hours per week. Regularly scheduled Saturdays and evenings.
Wage:	\$17.20 + per hour – Depending on experience, Benefits included
Job Summary:	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.
Job Duties:	<ul style="list-style-type: none"> • Greet and interact with donors and customers • Receive and inspect donations • Process donated items, includes hanging and cleaning items • Retrieve and move furniture, seasonal décor and clothing on a regular basis • Use ladders, pump carts and hand carts to retrieve large items for retail • Other duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • Relevant customer service experience; • Ability to lift up to 30 lbs. and exert 11 to 25 lbs. of force frequently; • Able to stand/walk for long periods of time; • Strong organizational skills; • Commitment to Jesus centred faith and non-violent peacemaking
Requirements and Qualifications:	<ul style="list-style-type: none"> • Gr 12 Secondary School Diploma; • 2+ years retail experience; • Strong problem solving skills; • Excellent oral and written communication; • Effective time management skills; • Appreciation for the Low German language, people, and culture an asset • Police check for the vulnerable person sector required upon hire at applicants expense

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.