



# **Job Opportunity**

## **Recycling Centre/Free Store Assistant**

Applications are now being accepted for this student position.

**Duties:** Under the direction of the Public Works Manager, the position shall, in an efficient and effective manner, assist in the operation of the Mayo Recycling Centre and Free Store. This will include but not be limited to: accepting recyclables and paying out refunds, preparing recyclables for transport to Raven Recycling on an as needed basis, while keeping records of all transactions. Cleaning, organizing, and putting on display the items in the Free Store. Daily clean-up activities for entire facility are expected.

### **Qualifications:**

- Attending High School.
- Applicants will be chosen based on the summer student hire policy.
- Applicants must pass reliability/security check through RCMP.
- Applicants must have a Social Insurance Number.
- Applicants must possess good interpersonal skills, be reliable and have good basic math skills (adding, subtracting and making correct change).
- Applicants must be able to organize time, prioritize duties, and be able to work without direct supervision.
- Current Passport to Safety Certificate will be an asset.
- Valid Standard First Aid/CPR certificate will be an asset.

**Wages: \$19.49 per hour, 40 hours per week, for 10 weeks**

**Work Days: Tuesday through Saturday, 8:00 am to 4:30 pm (1/2 hour for lunch) from June 11, 2018 to August 17, 2018**

Steel toe footwear must be worn for the duration of the employment.

**Deadline for applications: June 4, 2018, at 4:00 p.m.**

**Please submit a letter of interest and a resume with copies of certificates received to:**

The Chief Administrative Officer, Village of Mayo, Box 160, Mayo, YT, Y0B 1M0;  
phone (867) 996-4300 and Fax (867) 996-2907; email: caomayo@northwestel.net