

Job Opportunity

Recycling Centre/Free Store Assistant

Applications are now being accepted for this student position.

Duties: Under the direction of the Recycling Centre Coordinator and 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:

- Must be attending a secondary institution and returning to school in the fall;
- Applicants will be chosen based on the summer student hire policy.
- Applicants must have good attendance record at school.
- 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).
- Current Passport to Safety Certificate will be an asset (or must be obtained during employment).
- Valid Standard First Aid/CPR certificate will be an asset.

Wages: \$13-16 per hour, 30 hours per week, for 8 weeks

Work Days: Tuesday through Saturday, 8:00 am to 5:00 pm (1 hour for lunch) from June 25 to August 17, 2019

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

Deadline for applications: May 31, 2019, 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