



**JOB DESCRIPTION
SORTING COORDINATOR**

Summary

Reporting to the Operations Manager, the sorting coordinator at the Agapè Centre sorts and organizes the donations of clothing and miscellaneous items and ensures the effective and responsible stewardship of those items to accomplish the mission of the Agapè Centre.

Duties and Responsibilities:

- Ensure that all clothing and miscellaneous items are being sorted and made ready for store
- Ensure clothing is organized and stocked based on season and holiday
- Preparation of recycle, placement of pack up and removal of garbage as needed
- Ensure all stock is put away appropriately
- Maintain duties and responsibilities in the absence of manager and supervisor
- Train Volunteers as needed
- Maintain cleanliness and safety in store and stock areas

Qualifications:

- Flexible, with a positive attitude and able to work well in a team environment
- Possesses great attention to detail; able to effectively sort items and place appropriately
- Trustworthy and dependable, maintaining a high level of integrity
- Organized; able to prioritize and work in a fast-paced environment
- Personable and friendly when interacting with staff members, volunteers and donors

Working conditions:

- Must be able to work in a busy, at times hectic environment with distractions and be able to stay on task
- Must be able to stand for significant periods of time
- Must be able to lift heavy objects at time
- Must be comfortable with repetitive movements while sorting donations

Please send the following documents to be considered as a candidate:

1) CV

2) cover letter explaining how you meet each of the qualifications,

to: Lori Greer, Operations Manager

40 Fifth Street West, Cornwall, ON K6J 2T4

FAX: 613.933.4971 or email (pdf please) to: lgreer@agapecentre.ca

Applicants should quote Job#: OTF SORTING2013

DEADLINE for applications: Monday, December 17, 2012 at 5:00 p.m. The proposed start date is January 7, 2013.

This position is a full-time contract to January 2014 with the possibility of renewal at \$11.70 per hour.

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