

February 7, 2019

| <u>Position</u>   | <u>Date</u> | <u>FT/PT</u> | <u>Further Details (incl pay)</u>  |
|-------------------|-------------|--------------|--|
| <b>AMANDA</b>     |             |              |  |
| Concession/CSR    | 1/29/19     | 20-30hours   | <p><b>Number of Positions:1</b></p> <p><b>Type (ie Full time, part time, contract, etc):</b> PT – includes late evenings Hours vary between 20 to 30+</p> <p><b>Description:</b> Provide excellent customer service in a fast paced environment, must be over 18, handle cash transactions and ability to calculate change on the spot. Clean CPIC, credit history and ability to acquire and maintain a Gaming Licence (quite an intensive process will need access to a credit card but will be reimbursed for the gaming licence)Serve customer orders, prepare food and possess food handlers and smart serve. <b>Location: on bus route</b></p> |
| Admin Assistant   | 1/26/19     | FT           | <p><b>Number of Positions: 1</b></p> <p><b>Description:</b> Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures;<br/>Work to improve the project process;<br/>Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project. <b>Ask your Counsellor for detailed job description; Location is in Lindsay</b></p>   |
| Server            |             | PT           | <p><b>Number of positions: (2) 10am-2pm and 5pm-8pm</b></p> <p><b>Description:</b> Looking for someone to do all aspects including; food preparation, cash and serving. Provide excellent customer service. Willing to train <b>Location: Downtown</b></p>   |
| Merchandiser      |             | PT           | <p><b>Description:</b> Knowledge of marketing and with social media<br/>Creative and innovative to help boost sales<br/>Research products and specials – Make a good buy to save money<br/>Dedicated and reliable<br/>Merchandiser and set up displays<br/><b>Location: Central</b></p>  |
| Inside Sales      |             | FT           | <p><b>Description:</b> Seasonal position is Monday – Friday and every other Saturday morning. Ideal for someone who has some construction background either as a contractor or in the lumber yard. They should have good math skills and computer proficiency as they will be required to inventory and pricing of jobs<br/><b>Transportation is required as they are not on bus route</b></p>   |
| Supply Staff      |             | PT           | <p><b>Description:</b> looking for supply staff in childcare centre<br/>Typically supply staff will get 15-20 hours per week.<br/>Standard First Aid and CPR as well as their TB shot and Vulnerable Sector<br/><b>Location: Norwood</b></p>   |
| Service Installer |             | FT           | <p><b>Description:</b> Experience in plumbing,sprinkling and landscape installation, repair service, and mechanical is helpful. Must be neat clean and dependable.<br/>Maintenance and repair of water treatment equipment. Testing to ensure equipment is delivering the highest quality purified, filtered and soft water.<br/>Troubleshoot and diagnose problems. <b>Location: Not on Bus route</b></p>   |
| CSR-call centre   | On-Going    | F/T          | <p><b>Number of Positions: Ongoing</b></p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full Time<br/><b>Description:</b> Need GR 12 and basic comp skills, starts at \$14.30/hr<br/><b>Location: on bus route</b></p>   |

| JINNELL          |             |      |   |
|------------------|-------------|------|---|
| Sales Associate  | Feb 1, 2019 | Both | <p><b>Position title:</b> Sales Associates</p> <p><b>Number of Positions:</b> 2 full time and 4 part time</p> <p><b>Description:</b> ability to lift 40+ lbs. (litter and food bags), personable, have excellent communication skills, comfortable with pets, reliable, dependable, MATURE work and cash register and make change,</p> <p><b>Location:</b> Both Lansdowne Street locations</p> <p><b>Wage: \$14.00</b></p> <p><b>Who to send the resume too: Jinnell</b></p> <p><b>Direction: Please post.</b></p>  |
| Registered Nurse | Feb 1, 2019 | f/t  | <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>® Assist in the development of resident Care Plans and interventions while providing hands-on, clinical nursing care, including medication administration and assisting in the Activities of Daily Living</li> <li>® Direct, supervise, and mentor RPNs &amp; PSWs in the provision of care in a manner that promotes dignity, compassion, and adhere to Care Plans</li> <li>® Ensures clear and appropriate communication across the department, residence, and with families; promotes positive relationships with staff, physicians, and external care providers to ensure high quality service is provided to residents and resources are efficiently utilized</li> <li>® Actively participates in ongoing professional development including in-services, seminars, and conferences as directed</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>® Valid RN License from Ontario College of Nurses</li> <li>® Supervisory experience and prior experience in a retirement or long term care setting preferred but not necessary</li> <li>® Must be able to work weekends, varied shifts, call-ins, and holidays</li> <li>® Must have excellent communication and interpersonal skills and be able to work as part of a team</li> </ul> |
| Dietary Aides    | On-going    | pt   | <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the service of food to residents and guests</li> <li>• Take individual orders from residents/guests and serves according to personal diets and preferences</li> <li>• Maintain a clean and safe work environment at all times</li> <li>• Work collaboratively and cohesively as a member of all teams</li> <li>• Participates in special events as assigned</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Valid Safe Food Handlers certification and Smart Serve required</li> <li>• Food Service Worker Certificate from a college/university is an asset</li> <li>• Must be able to work varied shifts including weekends, call-ins, and holidays as assigned; Must also be available to work day shifts.</li> <li>• Excellent communication skills and able to work as part of a team</li> </ul>  |
| PSW              | On-going    | pt   | <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide hands-on compassionate delivery of skilled services to residents and adherence to confidentiality, privacy</li> <li>• Assist residents with the personal care required for daily living including bathing, grooming, dressing, toileting, functional mobility and mobilization, feeding, wound care, oral care, etc.</li> <li>• Attend and actively participate in developmental in-services, meetings, and external continuing education opportunities.</li> <li>• Ensure clear and effective communication while promoting teamwork and good relationships with co-workers; Interact with residents and their families in a professional, courteous, and friendly manner at all times.</li> <li>• Respond to resident and family concerns promptly and in a manner that optimizes resident dignity, promotes independence, and is sensitive to any physical and/or emotional challenges they may face.</li> </ul> <p><b>Qualifications:</b></p>  |

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|   |                          |                 | <ul style="list-style-type: none"> <li>•Must possess a valid PSW certificate or be in the second year of the RPN / RN program.</li> <li>•Must have strong communication and interpersonal skills and be a team player.</li> <li>•Prior experience in retirement or long term care environment preferred.</li> <li>•Must be available to work varied shifts.</li> </ul>   |
| Gas Station Attendant                           | On-going                 | Pt- (20-40 hrs) | <p><b>Description:</b> Need someone who is reliable, dependable, and has own transportation as this is a 24 hour gas bar and shifts could be any time of day.</p> <p>Want someone who is eager to work, quick thinking in busy situations, and has some customer service skills.</p> <p><b>Wage (if available):</b> \$14/hour</p>  |
| Lube/Automotive Tech                            | On-going                 | ft              | <p><b>Description:</b> Must be able to perform oil and lube changes, tire rotations, etc. They are willing to train someone who wants to learn but previous experience is an asset. The would like someone mature.</p> <p><b>Location:</b> Peterborough on the bus route</p> <p><b>Wage:</b> \$14.00 (more if experienced)</p>   |
| DZ (1) and AZ (2) Drivers                       | On-going                 | F/T             | <p>To transport multiple couriers within the GTA to Kingston areas. Must have DZ or AZ license. Must have clean driver's abstract. Must be 25 years old. Must have excellent communication skills. Must be prompt. Will work an average of 12 hour days.</p>   |
| <b>Layne</b>                                    |                          |                 |  |
| Snow Removal and Equipment Operator             | January 23, 2019         | P/T             | <p><b>Type (ie Full time, part time, contract, etc):</b> P/T</p> <p><b>Description:</b> Looking for people to shovel snow as well as an equipment operator. They must have a drivers licence and transportation to the shop as it is just outside the city limits west of Peterborough. Need to be reliable and dependable.</p> <p><b>Location:</b> West of Peterborough, not on bus route</p>   |
| Sales Staff for Home Furnishings and Appliances | January 17, 2019         | F/T             | <p><b>Number of Positions:</b> 1</p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full Time – including weekends</p> <p><b>Description:</b> Basic computer skills required. Must be personable, pleasant, friendly and approachable with customers and staff. Must be able to develop rapport and identify customer needs. Be knowledgeable in general principles of home décor, product training provided. Complete all paperwork related to sales and service according to store standards. Work cordially with other sales staff members and management. Assist with movement of displays as required - some lifting required. Undertake and complete other responsibilities as assigned.</p> <p><b>Wage (if available):</b> Base rate + commission</p> <p><b>Location:</b> West End Peterborough, on bus route</p> |
| <b>Ron</b>                                      |                          |                 |  |
| Customer Service/Food Prep                      | Dec. 17, 2018 (on-going) | F/T             | <p><b>Number of Positions:</b> 2</p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full Time Hours of Operation are Monday-Sunday 5am-7pm</p> <p><b>Description:</b> Individuals will be responsible for food preparation, handling cash transactions and maintaining inventory levels and cleanliness of the store. Store location is in Fraserville so reliable transportation is mandatory.</p> <p><b>Wage (if available):</b> \$14/hour to start</p>  |
| Master Plumber                                  | Jan. 17, 2019            | F/T             | <p><b>Number of Positions:</b> 1</p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full Time Hours of Operation are Monday-Friday 8am-5pm</p> <p><b>Description:</b> Eastman Plumbing (based in Lindsay ON) is looking for a Master Plumber with a minimum of 3 years experience in the trade. In this position, the Plumber will be responsible for all aspects of the</p>   |

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|                                      |                 |               | <p>installation, maintenance, inspection, operation and repair of the plumbing systems in our commercial and residential buildings. Job is located in and around Lindsey so License and reliable transportation is mandatory.</p> <p><b>Wage (if available):</b> \$18- \$25 based on experience</p>   |
| Jamie                                |                 |               |   |
| D/Z and A/Z Drivers                  | Feb. 6, 2019    | F/T           | <p><b>Number of Positions:</b> 2</p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full Time , 7 days/week</p> <p><b>Description:</b> Hiring 1 DZ and 1 AZ Driver to deliver ice cream to convenience stores and grocery stores throughout Peterborough, Kawartha Lakes and Haliburton areas. Employer is willing to provide training for licence. Must have: G licence, clean abstract, Gr 10 english or equivalent, Bondable, ability to operate handheld devices</p> <p><b>Wage (if available):</b> \$18- \$22</p> <p><b>Location:</b> Peterborough</p>   |
| PSWs                                 | Feb.6, 2019     | P/T<br>Casual | <p><b>Type (ie Full time, part time, contract, etc):</b> Casual part time, average hours 15-30 per week</p> <p><b>Description:</b> Assist with daily living activities, such as grooming, dressing, and bathing, plan and prepare meals, help with patient mobility and transfers. Positions are available in a shared care setting or in patient's homes. Must be available to work days, evenings and every other weekend. Previous community experience is an asset.</p> <p><b>Wage (if available):</b> \$16.50 to \$19/hr</p> <p><b>Location:</b> Peterborough, Some locations are on bus route</p>                                   |
| Accounting Technician/<br>Bookkeeper | January 8, 2019 | F/T           | <p><b>Number of Positions:</b> 2</p> <p><b>Type (ie Full time, part time, contract, etc):</b> Full time</p> <p><b>Description:</b> Accounting Technician will be assisting individual clients with their accounting and payroll needs, performing journal entries and reconciliation, filing tax returns and other duties as required. Candidates should have at least 3 years' experience in accounting and bookkeeping and excellent interpersonal skills. Formal education in a related field is required (eg. business diploma with an accounting/bookkeeper course).</p> <p><b>Location:</b> Downtown Peterborough, on bus route</p> |
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