

Organizations: TNO - THE NEIGHBOURHOOD ORGANIZATION/ St James Town Community Corner	Department: CORE
Program/Project: Canada Summer Jobs	Position Title: Electrical Appliance Service Worker
Location and Hours of Work: TNO sites and offsite 35 hours per week	Position Type: 8 Week Contract Hourly Rate: \$15.00 per hour
Expected Start date: July 4 th , 2022	Positions available: One Position

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thornccliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

Program Summary:

The Corner at 240 is The City's only share and reuse space. An innovative idea, the program aims to help people reduce, reuse and repair items in order to prolong their life. The Corner at 240 features repairs, a library of things including tools, skill development programs among others. The Corner at 240 is an extension of the St. James Town Community Corner which serves the neighborhood of St. James Town.

Position Summary:

This position is part of the Canada Summer Jobs Program.

The Electrical Appliance Service Worker will help clients troubleshoot, fix/repair technical and mechanical issues with their household items including electronic, household items, furniture and bikes. The Electrical Appliance Service Worker will also promote and maintain a safe and healthy environment and promote best practices. The position will also engage staff/volunteer members, service partners, service users, and residents to promote Reduce, Reuse and Repair philosophy.

Main Tasks & Responsibilities

- Receive, inspect, evaluate items that are brought in by clients
- Build, test, troubleshoot, repair and modify electronic items, components, parts, equipment, furniture and bikes brought in by clients
- Enable, teach and help clients fix their own items
- Maintain, organize & keep track of tools, equipment and items can come in for repair
- Timely procurement of essentials, parts, tools and other required elements for repair
- Engage, interact and enable clients, residents & volunteers who visit the space
- Engage and mentor volunteers and clients who come in for DIY sessions
- Maintain and manage space and ensure the space is in a clean, safe and in an orderly manner.
- Follow organizational and provincial health and safety procedures and policies
- Perform minor repairs within the premises and in the work space
- Diagnoses, troubleshoots maintenance concerns and report to concerned authority
- Initiates appropriate and safe methods to complete tasks
- Attending staff meetings and work-related training when required

This position is funded through the Canada Summer Jobs Program. Participants must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment,
- Be registered as a full-time student in the preceding academic year; and intends to return to school on a full-time basis during the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Qualifications and Experience Required

- Experience with electronic and mechanical repair
- Experience in engaging and interacting with clients/customers
- Familiarity working with various tools and equipment
- Excellent English communications skills (reading, written and verbal). Ability to speak other language is an asset.
- Excellent customer service skills.
- Previous experience in a culturally diverse environment.
- Ability to manage multiple tasks and work with minimal supervision.
- Proven ability to work independently in a well-organized, professional manner.
- Ability to establish and maintain good working relationships with staff and volunteers.
- Proficiency in MS Office, Internet and E-mail.
- Knowledge of TNO programs and catchment areas is an asset.
- Knowledge of photocopier, fax, scanner, proficiency in the use of computers including word processing and printers. Knowledge of the telephone switchboard operation, troubleshooting for network computers.

Working Conditions

Hours of Work - Regular hours for 35 hours per week.

Location - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening. TNO will assist in the completion of the VSS.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

How to apply

To apply for the position candidates should send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM May 24th, 2022.**

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.
For more information visit: <http://www.tno-toronto.org>.*