

Hire Expectations

Tips For Boomers Rejoining The Work Force

Studies show that increasing numbers of baby boomers are delaying retirement and that many boomers who have already retired are considering returning to the work force. Even in the current economic climate and competitive job market, many employers recognize the value of older workers who bring with them years of experience and a strong work ethic. With minor adjustments, the basics of job hunting remain the same at every age and stage of life.

Do your homework

- Additional income could affect your Social Security benefits. Visit the Social Security Administration online at www.ssa.gov or check local telephone listings for a local office for information.
- If you don't have a particular field or job in mind, find out which jobs and employers are more open to hiring older workers.
- Learn about any technological advances in your field. You may need to take an adult education or online class to bring yourself up to speed.

Update your resume and cover letter

- Make sure the style of your resume and the terminology are up-to-date.
- Emphasize your extensive skills and experience

in the field or in other fields.

- Include other experience you feel may be an asset but be sure it's relevant to the position you're applying for.
- It's okay to de-emphasize dates, but don't hide or change information that's expressly requested. (It's no secret that you're an older job seeker.)
- Always check and re-check your spelling, grammar and punctuation.
- Consider sending your resume and cover letter to the department head, job interviewer or the head of Human Resources in advance of your interview.

Be prepared for interviews

- Research the company you're applying with and if possible, the interviewer.
- The odds are good that the interviewer will be younger than you. If this thought causes you discomfort, consider rehearsing for interviews with a younger person.
- Be ready to explain why your experience make you the best candidate for the job without sounding defensive or apologetic.
- Dress and groom appropriately and don't try to act or look younger than you are. If you're not confident about and comfortable with your age, a prospective employer won't be either.

Part-time Special Constable
File #: 10-01

Part-time Communicator
File #: 10-02



For further information please refer to our website

Interested candidates should forward a résumé and cover letter along with the required documentation by **Friday, January 29, 2010.**

Drop off or mail your completed documentation to: Attention: Human Resources
Peterborough Lakefield Community Police Service,
500 Water Street, P.O. Box 2050, Peterborough, Ontario, K9J 7Y4

We thank you for your application, but advise that only those selected for an interview will be contacted.

www.peterboroughpolice.com

Del Mastro **MOTORS & RV**

Has an opening for a energetic **Sales Person**. This is an excellent career opportunity, candidate must be enthusiastic and confident. Experience in auto or rv sales would be an asset. Willingness to learn a must.

Fax or e-mail resume to;

Mike DelMastro
mikedelmastro@cogeco.net
705-742-1150
705-742-1199 fax




At The Minute Maid Company, a division of The Coca-Cola Company, we produce and market many of Canada's most popular juices and juice drinks. Brands such as MINUTE MAID, FIVE ALIVE, NESTEA and FRUITOPIA are among our portfolio mix. Our Peterborough facility, which is a fast-paced, multi-shift operation producing base and frozen product for all of Canada, has an immediate need to fill the following position:

Production Supervisor - File 2010PS1

Reporting to the Manager, Operations, the Production Supervisor is responsible for managing the conversion of raw materials into finished goods. He/she must provide leadership and direction to the hourly workforce on shift in order to ensure work is done safely and meets all quality standards, and must also manage the shift to meet the production requirements outlined by the Supply Chain group in the most cost effective manner. The Production Supervisor makes contributions to improve longer term Key Performance Measure (KPM) results through leading and supporting various improvement initiatives. These initiatives could include capital projects, continuous improvement projects, and training, coaching & developing hourly associates.

The successful candidate will possess an undergraduate degree or diploma, preferably in business or engineering, with a minimum 3 years of supervisory experience in a unionized manufacturing environment. He/she will have strong analytical skills, well-developed interpersonal and coaching skills, good communication skills (both written and verbal), and extensive computer experience working with various applications. He/she will be willing to work overtime throughout the week and on weekends as the business demands.

Please forward your resume by **Wednesday January 20, 2010** quoting File 2010PS1:

Attention: Recruitment
The Minute Maid Company Canada Inc.
781 Lansdowne Street West
Peterborough, Ontario
K9J 1Z2
Fax: (705) 742-4016 * Email: mmmaidptbo@na.ko.com

We thank all those who apply; however, only those selected for an interview will be contacted. No phone calls please!
We are committed to employment equity and diversity.

**Morton Community Healthcare Centre (MCHC)
Facility & Tenant Management**

The Lakefield Community Medical Support Foundation is seeking parties or individuals interested in providing facilities management services for the **MORTON COMMUNITY HEALTHCARE CENTRE**, in Lakefield, ON.

MCHC is actively recruiting to contract with a property management company or manager/employee (initial one year term), to provide building maintenance and repair services, tenant management and liaison, and property maintenance, reporting directly to the Lakefield Community Medical Support Foundation's Board of Directors (BOD).

Characteristics of the successful parties will be: experience in property management or a related field; experience working with a non-profit Board of Directors; willingness and ability to become familiar with the Centre's physical plant systems and equipment and their maintenance requirements; and with all applicable regulations; strong organizational and communications skills (verbal, written and computer) and proven interpersonal "people" skills; ability to be on site Monday to Friday, 8:00 a.m. to 5:00 p.m. with 24/7 coverage in case of emergency.

Interested parties are invited to obtain more detailed specifications of required services, preliminary potential scope of engagement, mandatory requirements and next steps at www.lakefieldhealthcentre.ca.

Please submit tenders/resumes, references and cover letter to:
The Search Committee
Lakefield Community Medical Support Foundation
P.O. Box 39
Lakefield, ON K0L 2H0
or e-mail to info@lakefieldhealthcentre.ca (Att: Search Committee)

Closing date: January 20th, 2010 – Salary/contract range is commensurate with experience.

Neither lowest nor any expression of interests, bid or proposal for provision of services to MCHC necessarily accepted. MCHC reserves right to withdraw or cancel invitation for expressions of interests or consideration of proposals by potential contractors/individuals at any time.



TEL: 705 741-1669



Tire Road Service Technician

Peterborough Tire are looking for a motivated, energetic individual to join our professional team.

Previous knowledge preferred, although training available for a suitable applicant.

To work on all types of tires, Farm, Commercial, Construction, Passenger Car and Light Truck, Installation, Diagnostic and Repair.

Drivers abstract required - Wages based on experience.

Please submit resume in person at our location, Peterborough Tire,
1100 Hwy. #7 East or by fax (705) 741-1672
or by email rita@ptbotire.com

Access Us Online at www.mykawartha.com