



FACILITY MAINTENANCE ASSISTANT

Summer Student Contract

May 22, 2018 – August 24, 2018

Family Transition Place operates an emergency shelter, counselling and outreach programs for abused women and their children. Under the supervision of the Facilities Manager, the Facility Maintenance Assistant will be responsible for performing a variety of duties related to maintaining a clean and safe environment for clients and employees.

Responsibilities will include:

- **Grounds maintenance: lawn cutting, gardening, property clean up, etc.**
- **Facility maintenance: minor repairs, purchasing, cleaning and organizing, etc.**
- **Food Service Assistance: food preparation, safe food handling**
- **Participating in staff meetings**
- **Assisting Residential, Outreach and Food & Nutrition staff as required and appropriate**

Qualifications:

- **Currently enrolled in post-secondary education program and returning to school in the Fall of 2018.**
- **Ability to operate gas lawn mower and trimmer, assorted small power tools and other gardening equipment.**
- **Knowledge in the use of cleaning supplies, equipment and appliances.**
- **Experience with safe food handling practises**
- **Reliable transportation**

Hours of Work: 35 hours per week

Wages: \$14.40 per hour

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants for their interest but only those selected for interviews will be contacted.

Please forward your resume by 4:00pm on Monday, May 14, 2018 to:

**Family Transition Place
Fax #: (519) 942-8243
jobapplication@familytransitionplace.ca**