



FACILITIES ASSISTANT

1-year contract

Family Transition Place (FTP) is working to raise respect and eliminate violence in the community by providing shelter and counselling to women who have experienced gender-based violence and their children and delivering skill-building violence prevention workshops to youth and adults in Caledon and Dufferin.

We have an opportunity for a Maintenance Assistant to support the agency's operations by providing assistance with facility repairs and cleaning for FTP properties; and the food program and kitchen operation.

Responsibilities:

- Outdoor yard maintenance i.e. lawns, gardens, raking, snow clearing
- Completing minor repairs and maintenance tasks as assigned
- Safe operation of maintenance and repair equipment
- Indoor maintenance i.e. cleaning / disinfecting, IPAC protocols, waste management
- Assisting with food preparation and packaging, receiving and stocking food items, operation of commercial and residential kitchen equipment.

Qualifications:

- Knowledge of and experience in general cleaning and indoor maintenance related tasks i.e. minor repairs, plumbing, electrical
- Experience completing outdoor maintenance tasks - lawns, gardens, etc.
- Ability to lift up to 50lbs unassisted, work in tight spaces, climb ladders
- Knowledge of and experience with basic food preparation
- Ability to multi task and manage competing priorities
- Effective and clear oral and written communication skills
- Ability to work both cooperatively as a team member and independently
- Proof of COVID – 19 vaccination
- Vulnerable Sector Police Clearance Certificate
- Valid driver's license, insurance and a reliable vehicle

Hours of Work:

- 35 hours per week (includes days, evenings and weekends)

The successful candidate will join a compassionate, caring and forward-thinking team of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic

follow us on: **Safety. Support. Hope.** Building healthier communities – one relationship at a time.



20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001





racism and oppression towards, Black, Indigenous, People of Colour, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

FTP 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, however, only candidates selected for an interview will be contacted.

Please forward your resume by noon on Wednesday, December 15, 2021 to:

jobapplication@familytransitionplace.ca

Fax: 519-942-8243

follow us on:



Safety. Support. Hope. Building healthier communities – one relationship at a time.

20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001

