



FACILITY MAINTENANCE ASSISTANT

Summer Contract

May–August 2023

Family Transition Place (FTP) operates an emergency shelter, counselling and outreach programs for women and their children. Under the supervision of the Project and Facilities Manager, the Summer Contract 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, cleaning, inventory and organizing, etc.
- Food Service Assistance: food preparation, safe food handling
- Assisting Shelter, Outreach and Facilities staff as required and appropriate
- Maintain a clean and safe environment in accordance with Infection Prevention and Control (IPAC) principles

Qualifications:

- Youth (18–30 years of age)
- Ability to operate gas and / or electric 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 practices (certification not required, but considered an asset)
- Reliable transportation (own vehicle and driver's license not required, but considered an asset)

Hours of Work:

- 35 hours per week, Monday thru Friday 8:30 a.m.–4:30 p.m.

Wages: \$16.00 per hour

Please Note: This summer employment opportunity is dependent on Canada Summer Jobs funding approval.

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates.

Please forward your resume by 4:00 p.m. on Monday, April 24, 2023 to:

jobapplication@familytransitionplace.ca

Fax #: (519) 942-8243

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

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