



MAINTENANCE ASSISTANT Summer Contract: May – August 2024

Family Transition Place 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 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:

- General facility and grounds maintenance for the Bredin Parkway location (emergency shelter for women who have experienced abuse or are homeless) and three Second Stage Houses (SSH) in Orangeville
- Facility maintenance includes: general cleaning of common areas in shelter, cleaning and preparing individual living units in shelter or SSH for occupancy; completing minor repairs; waste management i.e., recycling, removal and disposal; purchasing maintenance, cleaning and household supplies; supporting the maintenance of the safety and cleanliness of all facilities
- Supporting clients with household chores and discharge procedures
- Grounds maintenance includes lawn cutting, trimming, raking and weeding gardens
- As needed, participate in both weekly Shelter Staff team meetings and monthly health and safety inspections
- Participate in the tri-annual First Aid, AED, CPR training held in June, if applicable
- As needed, support Shelter Counsellors with client intake and discharge procedures
- Adhere to Agency policies and procedures and comply with required legislative and regulatory requirements such as COVID safety protocols, Occupational Health and Safety Act, Accessibility for Ontarians with Disability Act, WHMIS, Fire Safety Equipment, etc.

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 asset)
- Reliable transportation (own vehicle and driver's license not required, but considered an asset)
- Adaptability, strong communication and problem solving

Hours of Work:

- 35 hours per week, Monday thru Friday 8:30am – 4:30pm Onsite (16 weeks)

Wages: \$17.00 per hour

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

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

follow us on:



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





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.

Please forward your resume by 4:00pm on Friday, April 5, 2024 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

