

Facilities Support Staff - Revised: August 14, 2018



Employment Opportunity: Facilities Support Staff

Reports to: Facilities Coordinator

Position Type: Casual Part-Time (contract)

Contract Length: September - December 14, 2018

Hours and Location: Casa Loma Campus/St James Campus, 10-20 Hours/Week

The Student Association of George Brown College operates on four campuses (Casa Loma, St. James, Waterfront and Ryerson). This position may require you to work at the St. James or Casa Loma campus from time to time.

Wage: \$16.50/hr

Program Overview:

The Facilities support staff is responsible for the maintenance of all the Student Association owned spaces. You will work with the Facilities Coordinator to keep the Student Association spaces clean, tidy and safe for all the students at George Brown College.

Main Duties:

- Providing routine and emergency janitorial services as assigned, including cleaning of washrooms, office and meeting spaces, removal of Garbage and recycling, maintenance of floors, cleaning of tables in cafeteria, etc.
- Must be able to operate various machinery (floor buffer, vacuum cleaner, steam cleaner).
- Vacuuming and mopping of all assigned areas.
- Heavy lifting of furniture, supplies and equipment.
- Ensure equipment being used are in good working order.
- Assist with the monitoring of students to ensure facilities are not damaged and report and such actions.
- Ensure applicable codes, standards and policies are adhered to.
- Other duties as assigned from time to time.

Minimum Qualifications:

- High School Diploma.
- Experience working as a cleaner in commercial or residential sites.
- Verbal and written proficiency in English with the ability to communicate effectively required.
- Proven ability to manage multiple tasks in a day.
- Capable of fulfilling the physical requirements of the job outlined.
- Proficient with Microsoft office
- Must be able to work in a diverse college community

How to Apply:

To be considered, qualified applicants must submit a **resume and cover letter** by email to humanresources@sagbc.ca no later than **4:00PM** on **Monday August 27th, 2018**

We sincerely thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls please.

Mission Statement

We are the Students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.