

# JOB DESCRIPTION

## Job Information

<b>Job Title</b>	Facilities Assistant
<b>Department</b>	Administration
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Facility Coordinator
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Estimated start date</b>	October 2023
<b>Salary</b>	TBD, benefits package
<b>Posting date:</b> Thursday, August 31 <sup>st</sup> , 2023	<b>Closing date:</b> Monday, September 18 <sup>th</sup> , 2023

## Key Tasks and Responsibilities

### Service

- Deals with maintenance issues as assigned by the Facility Coordinator and/or Executive Director
- Opens and secures the facility
- Ensures that the activity areas are safe and clean
- Replenishes paper and cleaning products throughout the centre
- Runs errands and assists in loading and unloading supplies
- Transfers garbage to the dumpster as required
- Completes walk throughs of the Centre and parking lot at regular intervals to ensure continued cleanliness, tidiness, safeness and security
- Program, add and delete key fob access
- Cleans snow in front of doorways during operating hours and be available during the winter to come in at 8 am to clear the snow in front of doors and salt before members, clients, and volunteers arrive
- Inspect the roof on a regular basis to ensure proper drainage and check for deterioration
- Assists with minor plumbing and electrical maintenance
- Repairs and paints damaged walls
- Sets-up equipment as requested
- Assembles/moves furniture
- Follows preventive maintenance folder
- Conducts and records monthly fire safety inspection
- Cuts grass, cleans around the building
- Cleans snow in front of the doorways during operating hours
- Check and replaces light bulbs, diffusers and ceiling tiles as needed
- Assists with fire drills
- Assist with IT/computer issues, telephone system
- Other duties as required

## Organizational

- Fulfills The Good Companions' mission, visions, values, goals and objectives
- Works with an open, friendly, respectful approach toward members, clients and volunteers as they participate in the Corporation
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBT, multicultural populations)
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety
- Enforces policies and procedures, investigates and reports all incidents relating to health and safety, including but not limited to Workplace Violence and Harassment
- Works cooperatively with program, other departments and renters

## Qualifications

### Experience

- 2-3 years' experience working in facilities
- 1-2 years' experience working with older adults or persons with a physical disability (asset)

### Operational Requirements

- Negative Police Record Check for Working with the Vulnerable
- C.P.R. and First Aid Certificate, required annually
- Computer literacy

### Abilities

- To understand the needs, interests and concerns of older adults and persons with a physical disability
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBT, multicultural populations)
- To work in a fast-paced, multi-task environment
- To coordinate workload and meet deadlines
- To work positively in a team environment

## Working Conditions

- In-lieu, overtime as required
- Availability to work scheduled evenings and weekends
- Vehicle (asset)
- Requirement to lift heavy items i.e., tables, boxes, etc.
- An environment that has extreme temperatures
- Ability to work at height

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.