

Job Information

Job Title	Facility Assistant
Department	Administration
Location	The Good Companions Senior's Centre, 670 Albert Street.
Reports to	Facility Coordinator
Type of Position	Full-time
Estimated Start Date	ASAP
Salary	\$34,269 - \$35,543
Posting Date: February 29, 2024	Closing Date: March 15, 2024

All interested applicants should submit a cover letter and resume to HR by e-mail at; fbowie@thegoodcompanions.ca quoting competition COMP: Facility Assistant

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Key Tasks and Responsibilities

- 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 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
- 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, 2SLGBTQIA+, 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
- Working at heights training.

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, 2SLGBTQIA+, multicultural populations)
- To work in a fast-paced, multi-task environment
- To coordinate workload and meet deadlines
- To work positively in a team environment

Skills Required

- Excellent verbal and written communication skills in English, other languages preferred.
- Complete reports e.g. incident reports and time sheets
- Computer literacy; email, use of smart phone

Abilities

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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.