



**SAULT
STE. MARIE**

Job Vacancy

Position: Maintenance Worker – Senior Services
Job Posting: CD038-200-2023
Department: CDES
Division: Recreation & Culture
Status: Part Time

Wage Range: \$16.55
Job Class: 2
Shifts: < 30 hours / week
Posted: November 8, 2023

Purpose:

Assist with the maintenance and operations of Senior Active Living Centres (SALC); including setup and take down of events/programs, preparation and cleaning.

Primary Duties and Accountabilities include but are not limited to:

- Understanding of department programs and services.
- Assist with set up of tables, chairs, audio/video equipment, internet, various, game apparatus, while maintaining a clean and safe environment.
- Perform daily facility cleaning, cleaning and stocking of washrooms, garbage collection and removal, washing dishes.
- Exterior seasonal maintenance of facility grounds; including clearing of entry ways, litter pick up, snow shoveling/sanding, sweeping and debris removal, etc.
- Assist with kitchen duties; food preparation, serving and cleaning, as required
- Answer telephone, direct clients to program spaces (may involve pushing patrons in wheelchair), etc.
- Delivery and pick-up of office supplies.
- Familiar with program information and provide prompt and efficient program services for staff and clients.
- Safe operation of various equipment/apparatus throughout the centres.
- Maintain a thorough working knowledge of the City's Health & Safety policy and procedures.
- Frequent evening and weekend work.
- Perform all other related duties as may be required.

Qualifications:

- Secondary School Diploma or in progress.
- Maintenance and / or cleaning related experience.
- Safe Food Handling, is an asset.
- Excellent customer service.
- Positive attitude and communication skills.
- Ability to keep organized in a fast paced environment.
- Attention to safety.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD038-200-2023 Maintenance Worker – Senior Services

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*