

## **Facility Assistant**

### **The Club at Bond Head**

**Location:** Bond Head, Ontario

**Department:** Facilities

**Reports To:** Facility Manager

**Classification:** Full Time / Part Time Seasonal (must be available to work any shift including evenings, weekends, and holidays)

**Salary:** Enumerated based on experience

#### **Summary:**

We are looking for passionate, good humored, energetic people to join our 2022 team! The Facility Assistant is responsible for maintaining all aspects of the building's appearance/presentation, concentrating on the day-to-day cleanliness of all washrooms and common areas. Bring any building deficiency to the manager's attention promptly and promote a safe and healthy environment for all employees, and guests.

#### **Primary responsibilities include, but are not limited to:**

- Strip, wash, and wax floors as needed
- Maintain garbage and recycling bins
- Change and replace light bulbs
- Repair any minor damage to building or equipment
- Perform regular equipment maintenance as needed
- Touch up paint
- Clean windows, carpet, hardwood floors, etc.
- Move office furniture and boxes as required
- Assist with event setup as needed
- Maintain washrooms, toilets, and sinks daily
- Maintain property grounds

#### **Qualifications:**

- Time management skills
- Able to work flexible shifts
- Ability to work as a team or independently
- First aid training (preferred)

#### **Apply:**

Please submit your resume and cover letter to Joseph Zahra, [facility.bondhead@golfnorth.ca](mailto:facility.bondhead@golfnorth.ca)