

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**, via email at **facility.bondhead@golfnorth.ca**.