

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: Commensurate based on experience

Summary:

We are looking for passionate and energetic people to join our 2023 team! The Facility Assistant is responsible for maintaining all aspects of the building's appearance and 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:

- 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
- 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)

To Apply:

Please submit your resume and cover letter to Joseph Zahra via email at facility.bondhead@golfnorth.ca. Please write “**Facility Assistant - Bond Head**” in the subject line.