

## Facilities – Part Time

The **Facilities Worker** is responsible for ensuring high standards are maintained in the areas of custodial, event set up and tear downs and grounds keeping. This role is responsible for cleaning and maintaining the public areas, bathrooms, and meeting space; set-up and tear-down of events, snow removal, some gardening and any related duties as required. Hours are variable depending upon event schedule.

The ideal candidate for this position is someone who is passionate about their role within our organization; professional by nature; committed to achieving success; and accountable for themselves.

### **Key Responsibilities:**

- Works with the Facilities team to ensure events run smoothly in the areas of set up, tear down, water service and custodial tasks;
- Provides routine carpet maintenance, steam cleaning, spot cleaning and minor repairs to carpets;
- Maintains public and back of house areas to high standards of cleanliness, including cleaning, sweeping, dusting, polishing, scrubbing, stripping and waxing of all floor/wall finishes in public space, kitchen areas, offices, storage areas, meeting rooms, exhibition space, entrances, stairwells inside and outside of the facility;
- Washes windows inside and out;
- Ensures washrooms, counters and fixtures are spotless and supplies are replenished;
- Uses hand-tools or small powered equipment applicable to the task with confidence;
- Delivers, removes and sets up tables, chairs and various furniture in meeting rooms, public spaces, ball room, theater, offices, exhibit halls and outside;
- Works outside ensuring all property is well maintained, safe and secure, to include but not limited to, pressure washing/snow removal of parking lots, roads & sidewalks, cutting grass, picking up garbage, emptying garbage cans;
- Reports any and all damages to facility and its equipment to the supervisor.

## **Required Knowledge, Skills, Abilities and Other Attributes:**

- Satisfies requirements for multiple events occurring simultaneously;
- Deals tactfully and works effectively with clients, other employees, and members of the public;
- Thinks fast and makes confident decisions during emergency situations;
- Works weekends, evenings and holidays in a flexible schedule;
- Ability to pick up and carry loads over 50 pounds;
- Available to work weekends;
- Identifies potential problems and communicates as necessary to take corrective action;
- Establishes and maintains effective working relationships with various organizations utilizing the Facilities;
- Follows directions with minimal instructions;
- Demonstrates initiative, team involvement and helpfulness;
- Knowledge of building cleaning practices, methods, supplies and equipment;
- Experience in set up / tear down of events, meeting rooms and public spaces is preferred;
- Experience in the hospitality or tourism industry is highly desirable;
- Ability to read, write and speak fluently in English;
- First Aid, CPR, WHMIS training;
- Willing to take all required training for the position.

## **How to Apply**

Email your resume and cover letter to [careers@fallsconventions.com](mailto:careers@fallsconventions.com) with the subject heading "Facilities – Part-Time"

Scotiabank Convention Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and will directly contact those selected for an interview.