

## Facilities Services – Part-Time

With 200,000 square feet of convention space, a central location in the Fallsview Entertainment District, walking distance to 4,000 branded guest rooms and easy access to wine country, you can *plan to be impressed* by Niagara Falls Convention Centre — Niagara’s largest meetings and events facility.

The **Facilities Services** 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 include but are not limited to:**

- Working with the Facilities team to ensure events run smoothly in the areas of set up, tear down, water service and custodial tasks;
- Providing routine carpet maintenance, steam cleaning, spot cleaning and minor repairs to carpets;
- Maintaining 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;
- Washing windows inside and outside;
- Ensuring washrooms, counters and fixtures are spotless and supplies are replenished;
- Using hand-tools or small powered equipment applicable to the task with confidence;
- Delivering, removing and setting up tables, chairs and various furniture in meeting rooms, public spaces, ball room, theater, offices, exhibit halls and outside;

### **Key Responsibilities *continued*:**

- Working 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;
- Reporting any and all damages to facility and its equipment to the Supervisor.

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

- Ability to satisfy all requirements for multiple events occurring simultaneously;
- Dealing tactfully and working effectively with clients, other employees, and members of the public;
- Ability to think quickly and make confident decisions during emergency situations;
- Available and able to work weekends, evenings and holidays;
- Ability to pick up and carry loads over 50 pounds is a must;
- Identify potential problems and communicate as necessary to take corrective action;
- Proven experience establishing and maintaining effective working relationships with various clients/customers/visitors utilizing the facility;
- Ability to work autonomously;
- Team player who exhibits initiative, team involvement and helpfulness;
- Knowledge of building cleaning practices, methods, supplies and equipment;
- Ability to read, write and speak fluently in English;
- First Aid, CPR, WHMIS training with possession of valid certificate;
- 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;

### **How to Apply**

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

Niagara Falls 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.