



Student Association of George Brown College

Job Title:	Facilities Support Staff	Job Category:	Support Staff
Department/Group:	Facilities	Job Code/ Req#:	
Location & Hours:	Casa Loma Campus/St James Campus, 10-20 Hours/Week	Travel Required:	Yes
Level/Salary Range:	\$15/hr	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start-End Date:	October – April 30, 2020
Will Train Applicant(s):	Yes	Posting Expires:	October 11, 2019 12:00PM

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Facilities PT Support Staff Application

(Ensure you cover letter and resume is submitted)

Job Description:

The Facilities support staff is responsible for the maintenance of all the Student Association owned spaces. You will work with the Facilities Coordinator to keep the Student Association spaces clean, tidy and safe for all the students at George Brown College.

The Student Association of George Brown College operates on four campuses (Casa Loma, St. James, Waterfront and Ryerson). This position may require you to work at the St. James or Casa Loma campus from time to time.

Main Duties:

- Providing routine and emergency janitorial services as assigned, including cleaning of washrooms, office and meeting spaces, removal of Garbage and recycling, maintenance of floors, cleaning of tables in cafeteria, etc.
- Must be able to operate various machinery (floor buffer, vacuum cleaner, steam cleaner).
- Vacuuming and mopping of all assigned areas.
- Heavy lifting of furniture, supplies and equipment.
- Ensure equipment being used are in good working order.
- Assist with the monitoring of students to ensure facilities are not damaged and report and such actions.
- Ensure applicable codes, standards and policies are adhered to.
- Other duties as assigned from time to time.

Minimum Qualifications:

- High School Diploma.
- Experience working as a cleaner in commercial or residential sites.
- Verbal and written proficiency in English with the ability to communicate effectively required.
- Proven ability to manage multiple tasks in a day.
- Capable of fulfilling the physical requirements of the job outlined.
- Proficient with Microsoft office
- Must be able to work in a diverse college community

How to Apply:

To be considered, qualified applicants must submit a resume and cover letter by email to humanresources@sagbc.ca no later than **12:00PM on Friday October 11th, 2019**



Student Association of George Brown College

We sincerely thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls please.

Mission Statement

We are the Students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.