



## Student Association of George Brown College Employment Opportunity

**Position Title:** Facilities Support Staff

**Position Type:** Full Time

**Compensation:** Union grid

**Unionized:** OPSEU Local 557

**Reports To:** Facilities Coordinator

**Start Date:** ASAP

**Application Deadline:** July 30, 2021

### **Position Summary and Key Objectives:**

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. The workspace assignment will be subject to the supervisor's determination

### **Duties and Responsibilities (will include but not limited to):**

#### **Main Duties:**

- Providing routine and emergency janitorial services as directed, including cleaning of washrooms, office and meeting spaces, removal of garbage and recycling, maintenance of floors, cleaning of tables in cafeteria, vacuuming and mopping of all assigned areas, etc.
- Meeting room preparation for events, setting up tables for vendors.
- Support with events, meetings, trainings, etc. logistic as required and directed by supervisor
- Must be able to operate various machinery (floor buffer, vacuum cleaner, steam cleaner).
- Complete daily tasks efficiently and ensure that all forms are completed and checked off each day.
- Complete all weekly tasks as per weekly schedule and ensure that all forms are completed and checked off weekly.
- Ensure equipment being used are in good working order.
- Must be able to lift on up to 50kg an occasional basis, i.e.. Chairs and tables, equipment, garbage, etc.
- Staff member need to ensure complying with Student Association dress code while performing the job and using Student Association two way radio for communication.

#### **Other Duties:**

- The awareness of students using the SA space to ensure facilities are not damaged and report and such actions.
- Help perform minor/light maintenance work as directed by the supervisor (i.e. light bulb and tube replacement, unclogging toilets and sinks, etc.) and occasional exterior work in all spaces as required by the Facilities Coordinator. Staff member needs to comply with the health and safety standards while performing these jobs this include but not limited to

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wearing safety shoes, wearing safety glasses, mask, etc. Student Association will provide staff members with safety tools and materials to use while performing the job.

- Assist Student Association Department with receiving deliveries of goods.
- Assist with any table vending and room booking set-ups and clean-ups for the Student Association. This may also include assisting external clients during the duration of the booking.
- Reports in a timely manner, malfunctioned equipment and/or broken furniture, fixtures, or equipment and of any non-caretaking items requiring maintenance.
- Uses and maintains supplies required to perform in a safe, economical and proper manner
- Maintains applicable codes, standards and policies are adhered to.
- Must be willing and able to wear and use protective clothing.
- Assume Fire Warden duties upon fire alarms/drill
- Other duties as assigned.

### **Performance Measurable:**

- Demonstrated record of attendance, reliability and dependability.
- Demonstrated ability to work independently and within a team environment
- Student Association spaces maintained in a clean, orderly and timely manner, including cleaning of washrooms, office and meeting spaces, removal of Garbage and recycling, maintenance of floors, cleaning of tables in cafeteria, etc.
- Proven ability to manage multiple tasks in a day.
- Communicates and reports problems in areas using the appropriate methods.
- Follows and completes required tasks form as required
- Compliance to the work space health and safety procedures
- Proper and safe use of equipment

### **Required Skills and Experience Qualifications:**

- Capable of fulfilling the physical requirements of the job outlined.
- High School Diploma.
- Experience working as a cleaner in commercial or residential sites.
- Experience in performing light/ minor maintenance work including using related tools and equipment
- Continuous walking and/or standing, heavy lifting, repetitive bending, turning, twisting, pushing pulling and climbing are required to perform all duties.
- Verbal and written proficiency in English with the ability to communicate effectively required.
- Proficient with Microsoft office
- Must be able to work in a diverse college community
- Knowledge and experience in Work Place Hazardous Materials Information System
- Knowledge in First Aid

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- Must demonstrate clean criminal record

### **How to Apply:**

Please email a PDF version of your cover letter and résumé to [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca) Subject line: <your name>: [Facility FT Support Staff] by **Friday July 30<sup>th</sup>, 11:59PM** The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity. We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted.

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### **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.