



Student Association of George Brown College Employment Opportunity

Job Title: Facilities Support Staff

Reports to: Sr. Building and Facilities Coordinator

Department/ Program: Operations

Job Type: Part Time (30 hours a week) - Facility Support Staff

Location of Work: On campus - All locations affiliated to GBP, Student Association

Will Train Applicant(s): Yes

Travel Required: Yes - No Parking

Rate of Pay: \$20.22 per hour, union grid

Unionized: OPSEU Local 557

Start: as soon as possible,

Number of Vacancies: 1

Posting Expires: February 22, 2026, 11:55PM

How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to hr@sagbc.ca Subject Line: <your name>: Facilities Support Staff PT Application
 2. Complete the following Sparkhire link: <https://hire.li/p3nER8tmOL7nQAwy5XqSs>
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About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

Job Overview:

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 Polytechnic. The Student Association of George Brown College operates on four campuses (Casa Loma, St. James, Waterfront and TMU). This position may require you to rotate between campuses as required from time to time. The workspace assignment will be subject to the supervisor' 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 as directed by your supervisor.
- 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 occasional basis, ie. Chairs and tables, equipment, garbage, etc.
- Staff members must comply with the Student Association dress code while performing their duties and use the Student Association two-way radio and any other communication devices provided by the SA.



Student Association of George Brown College

Employment Opportunity (Internal Post)

Other Duties:

- Be aware of students using the SA space to ensure facilities are not damaged, promptly report any incidents to the supervisor, remain alert and vigilant, and ensure proper usage of the space.
- 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 malfunctioning equipment and/or damaged furniture, fixtures, or equipment in a timely manner, as well as any non-caretaking items requiring maintenance. In addition to verbal reporting to the supervisor, ensures the use of SA's established reporting mechanisms, such as email, MS Teams, and the building maintenance system.
- Uses and maintains supplies required to perform in a safe, economical and proper manner. Staff member needs to comply with the health and safety standards while performing these jobs this include but not limited to 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.
- Maintains applicable codes, standards and policies are adhered to. Maintains compliance with all health and safety procedures, including PPE use and safe operation of equipment, and participates in required training as scheduled.
- 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 punctual 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.
- Accurate completion of the SA required cleaning checklists, forms, and documentation related to assigned duties within the scheduled shift.
- Communicates and reports problems in areas using the appropriate methods on a timely manner.
- 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
- Capable of fulfilling the physical requirements of the job outlined such as, continuous walking and/or standing, heavy lifting, repetitive bending, turning, twisting, pushing pulling and climbing are required to perform all duties
- Have the ability to lift 50 lbs
- 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



Student Association of George Brown College Employment Opportunity (Internal Post)

- Knowledge and experience in Work Place Hazardous Materials Information System
- WHMIS and First Aid/CPR training preferred
- Must demonstrate clean criminal record

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. Interviews will take place during the time of posting until position is filled.

Student Association Vision: Students are empowered to influence a just world.

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

Commitment to Equity: The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.