



**JOB POSTING:**

**Maintenance Staff (Full Time)**

July 14 2015

**RESPONSIBILITIES:**

The Maintenance Staff Person is responsible for the day-to-day maintenance, some cleaning, general repairs, exterior seasonal maintenance, and upkeep of the heritage building facilities at Mooredale House Community Centre. Program rooms will require set-up and take-down for activities and meetings. The staff person completes daily, weekly and monthly duties to ensure that the premises (interior and exterior) are kept in a clean and safe condition. The centre also has contracted night cleaners to clean preschool areas, offices, meeting & activity rooms, and some common areas. The Maintenance Staff Person works closely with the full time Office, Preschool, Sport and Program staff and seasonal Pool and Camp staff. This position also requires use of a personal vehicle to use for regular maintenance purchasing, large mailings, and some deliveries. This individual orders maintenance supplies, routine service, and expert repairs by trades when needed. Some assistance is given to deliver and set-up equipment and supplies at local parks/schools. This individual reports to the Executive Director.

**QUALIFICATIONS & SKILL REQUIREMENTS**

- Two years building maintenance and cleaning experience
- Ontario Driver's License and use of personal vehicle during work hours (mileage paid)
- Experience in basic 'handy-man' repairs: electrical, plumbing, heating, equipment and appliances
- Organizational skills to manage supplies & equipment inventory effectively
- Willing attitude to work collaboratively as part of a larger staff team
- Police Criminal Reference Check completed or underway
- Strong interpersonal skills to work in a people-oriented facility with good customer service skills
- Ability to work independently with minimum supervision
- Ability to multi-task effectively and meet multiple deadlines
- Good skills to schedule work in timely manner and follow up on details
- Good physical fitness to perform a variety of maintenance and room set-up tasks (lifting equipment and supplies, stairs, ladders, snow shoveling, lawns, and more)
- Excellent spoken English and good written English
- Basic computer skills to place orders, email reports, etc.

**OTHER:**

Competitive salary and benefits. Must have daily use of vehicle (free parking provided). Occasional weekend and evening work may be required for special events. Workshop, tools and equipment provided in heritage building in quiet residential area, pleasant staff and work environment.

**We thank all applicants, however only candidates selected for an interview will be contacted. No phone calls please. Interested candidates should forward complete résumé with references by July 28, 2015 to:**

**Marjorie Booth, Executive Director, 146 Crescent Road, Toronto M4W 1V2**

**Email: [jobs@mooredale.on.ca](mailto:jobs@mooredale.on.ca) Use Subject Line: Maintenance Application Fax 416-922-4523**

**Visit our website at [www.mooredale.com](http://www.mooredale.com) for more information about Mooredale.**

*The Rosedale – Moore Park Association operates Mooredale House Community Centre to provide recreational, cultural and educational programs for our 7,000 members. A non-profit, charitable organization, Mooredale strives to be a focal point for the community. Mooredale activities include: recreational and special interest courses for all ages, sports for children and youth; pool, tennis and sailing clubs, concerts and youth orchestras, licensed preschool for children 18mo to 5 yrs, summer day camps for children, member's newsletter and special community events.*

**Rosedale-Moore Park Association**