

Employment Opportunity

Position Title:	Maintenance and Housekeeping Assistant
Status:	Full Time (40hrs/week)
Placement Date:	Immediately
Salary Range:	\$14.25 - \$16.00 Hourly
Reports To:	Facilities Manager
Hours of Work:	Daytime, Evening, and Weekend shifts

Purpose and Objective

Reporting to the Facilities Manager, the successful candidate will be responsible for general maintenance and cleaning of the YMCA Membership Centre in Prince George. In this role, you will work with staff and volunteers ensuring facility standards of cleanliness and maintenance are met. This position requires a strong understanding of cleaning practices and standards and ability to complete light general maintenance duties including the repair and maintenance of fitness equipment. An efficient, highly organized, attention to detail, goal orientated candidate is required. This position also has the potential for career path development and advancement within the Maintenance and Housekeeping department.

Specific Responsibilities

Supports and implements daily, weekly, monthly, and annual maintenance and cleaning plans to meet facility standards

- Co-ordinate and report on daily, weekly, and monthly activities as required or requested.
- Supports overall operations of a YMCA Membership Centre
- Acts as a shift duty manager as required.
- Maintains a strong understanding of the facility operations including peak times, program schedules, events and plans for cleaning and maintenance activities appropriately.
- Is responsible for the safety and security of members/participants.
- Maintain current qualifications as required by this position and follow the YMCA policies and practices.
- Be able to support the maintenance department, as scheduled, with weekends and evenings and emergency maintenance requests
- Attends staff meetings, planning sessions and training events as required

Qualifications

- A combination of experience and training related to building maintenance and cleaning; including, formal training or significant relevant experience.
- Clear Criminal Record Check and Vulnerable Sector Search
- Current first aid and CPR certification
- Experience working in a recreation or health services related facility or similar public venue will be considered an asset.

Competencies

Leadership/Coaching: Ability to direct and develop performance of self and others to achieve desired results.

Service Strategy: Ability to identify the needs and wants of members/participants as a priority and respond in an effective and timely manner to enhance every person's YMCA Experience.

Initiative/Enthusiasm/Innovation: Ability to manage and lead to achieve and exceed identified goals.

Project Resource Management: Ability to manage a project from initial planning to completion.

Planning & Organizing: Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term goals.

Problem Solving: Ability to identify an issue, gathers and processes relevant information, determines possible solutions, selects appropriate responses and implements and evaluates them.

Negotiation/Communication/Interpersonal Skills: Ability to speak, write, listen and secure information in a variety of settings. Ability to cooperate with others to achieve results, create and build relationships inside and outside the organization.

HOW TO APPLY:

*This posting will close on **Friday December 1 2017***

All of the following documents must be submitted for the application to be considered complete:

- *Cover Letter*
- *Resume*
- *YMCA Employment Application (Located here: <http://nbc.ymca.ca/careers/>)*

Applications will be accepted via mail, fax, or email to the attention of:

Roger Plouffe – Manager of Facilities

Box 1808

2020 Massey Drive

Prince George, BC

V2L 4V7

email: roger.plouffe@nbc.ymca.ca

fax: (250) 564-2474

The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.