

Facilities Attendant

About Us...

The Haven is a registered charity and non-profit organization in the business of helping people live their fullest lives with deep awareness and connection. We take our jobs seriously, but we have a lot of fun working together too! The Haven's life-changing work is supported by dedicated staff and a volunteer Board of Directors. We attract a great mix of new team members and dedicated staff who have been with us for many years.

About the Role...

The Facilities Attendant ensures the safety and comfort of our guests by keeping our facilities such as our lodge, meeting rooms, recreational and common areas clean and protected. This role also assists with maintaining the grounds and provides support to our Housekeeping team if required.

About the Responsibilities...

- Wash and clean all facility area's floors, washrooms, windows, furnishing, and equipment.
- Set-up session meeting rooms to requested standard.
- Stock and replenish supplies in all facilities areas.
- Assist in receiving supplies and maintaining inventory.
- Maintain the grounds by cleaning steps, patios and walkways and re-positioning outdoor furniture.
- Follow all safety requirements while completing all tasks.
- Assist with housekeeping responsibilities as required.

About the Qualifications...

- Capable of working independently to accomplish assigned tasks, in a timely manner.
- Organized with an eye for detail.
- Physically capable; standing / walking for long periods of time, lifting, bending, sweeping.
- Team-player with excellent interpersonal skills and positive attitude.
- Basic knowledge of operating computer; screen, keyboard, mouse.
- Previous Housekeeping, Facilities, Groundskeeper experience will be considered an asset.

About the Compensation...

- The position offers full-time and part-time opportunities with competitive pay rates as well a competitive health benefits package.
- Paid sick leave benefits.
- Staff discounts on the Haven programs, products, and services

Interested in joining our team?

Please use our online application form at: haven.ca/job

You will have an opportunity to upload your resume and cover letter.

The Haven is committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: Aboriginal peoples, visible minorities, all religions and ethnicities, persons with disabilities, LGBTQIA2S+ persons, and all others who may contribute to the further diversification of ideas. If you require special accommodations at any stage of the recruitment process, please indicate this in your cover letter.