



## FACILITY STAFF (PART-TIME) - MLSE LAUNCHPAD

### About MLSE LaunchPad

MLSE LaunchPad is the first facility of its kind in North America, built to provide sport and life skills programming for thousands of youth facing barriers living in the Greater Toronto Area. Equipped with multisport courts and classrooms, MLSE LaunchPad will provide youth with access to a space where they can use sport to get moving, get inspired and reach their full potential. To learn more visit [MLSELaunchPad.org](http://MLSELaunchPad.org).

### The Position

MLSE LaunchPad is seeking energetic staff to support general building operations and maintenance. The Facility Staff member will be responsible for ensuring the facility is clean, assisting with room set-ups and supporting all related facility operations and maintenance.

### Responsibilities

- Move equipment and furniture to prepare and reset classrooms and common spaces for programs, meetings and special events.
- Perform general custodial duties including emptying trash, sweeping floors and cleaning surfaces.
- Identify and report facility issues to the Operations Coordinator. Make physical repairs as necessary
- Support scheduling and on-site visits of contractors as required.
- Organize and maintain stock rooms and assist with maintaining inventory.
- Respond to facility needs and emergency requests in the absence of the Operations Coordinator.

### Experience, Skills, Requirements

- A safe, working knowledge of and experience with working with power tools.
- Experience in custodial maintenance and customer service.
- Experience with computer applications such as Word, Excel, Outlook.
- Demonstrated ability to follow written and verbal instructions.
- Ability to interact effectively with all levels of employees, members, guests, and external contacts.
- Demonstrated ability to work and learn independently.
- Knowledge of WHMIS and the Occupational Health and Safety Act.
- Current CPR/AED and First Aid Certification.
- Must be available for day shifts, evening shifts and weekend shifts.

### To Apply

If you are interested in this opportunity, you are invited to submit your resume to [Daniel.Monette@MLSE.com](mailto:Daniel.Monette@MLSE.com) with "Facility Staff" in the subject line.