



## 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 an energetic staff to support general building operational maintenance as well as custodial duties. The Building Attendant will be responsible for keeping the facility clean, assisting with room set-ups and supporting all related record keeping for facility operations.

### 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 possible repairs to the Operations Coordinator.
- Support scheduling and on-site visits of contractors as required.
- Organize and maintain stock rooms and assist with maintenance of inventory.
- Respond to facility needs and emergency requests in the absence of the Operations Coordinator.
- Must be available evenings and weekends.

### Skills and Experience

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

### To Apply

If you are interested in this opportunity, you are invited to submit your resume to [Kavan.Kerr@mlselaunchpad.org](mailto:Kavan.Kerr@mlselaunchpad.org) with "Facility Staff" in the subject line.