



## **JOB POSTING – SUMMER STUDENT**

Operations/Facilities Department – Maintenance Assistant

FT (30 hrs/week) for 8 weeks - \$15.85 per hour

### **KEY RESPONSIBILITIES:**

1. Assist with cleaning and maintenance activities at multiple sites
2. Assist with special projects as assigned by supervisor
3. Assist with exterior cleaning and painting
4. Assist with building repairs at all Mission Service's locations
5. Adhere to a strict policy of confidentiality
6. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

### **QUALIFICATIONS:**

1. Returning to school in Building Maintenance or related program at a post-secondary institution
2. Experience with power tools and equipment handling
3. Able to work a variety of shifts, including some weekends and evenings
4. Organized with good communication skills, both written and oral
5. Works effectively to solve problems, both independently and as a team participant
6. Valid driver's license; owning vehicle an asset
7. Exemplifies loyalty, confidentiality, tact and courtesy
8. Respects the people we serve and demonstrates an understanding of their needs
9. Committed to uphold the organization's mission, values and standards

***This position is funded by the Canada Summer Jobs Program. As per the funding requirements, an eligible applicant is someone who:***

1. is between 15 and 30 years of age (inclusive) at the start of employment;
2. was registered as a full-time student during the preceding academic year;
3. intends to return to school on a full-time basis during the next academic year;
4. is a student in a secondary, post-secondary, vocational or technical program;
5. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* and;
6. is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at [ecowan@mission-services.com](mailto:ecowan@mission-services.com), if you require an accommodation to ensure your equal participation during the recruitment and selection process.

*Only those selected for an interview will be contacted, no phone calls please. Please submit a résumé with cover letter by May 25<sup>th</sup>, 2018 to:*

**Director of Operations  
Mission Services of Hamilton, Inc.,  
P.O. Box 368, Hamilton  
ON L8L 7W2**

**Fax (905) 529-6156 or e-mail to [Lgoudie@mission-services.com](mailto:Lgoudie@mission-services.com)**