



Job Title: Maintenance Assistant

Qualified candidates will be 15-30 years of age, attended school full time in past academic year, and returning to school full time this September.

The YES Shelter is enriched by the diversity of our client base and seeks staff that reflects this diversity. Specifically, please indicate if you identify as an individual with a disability, a visible minority, have indigenous ancestry, or are a newcomer to Canada - we welcome your application.

Pay Range: \$14.00/hr

Duration: 30 hours/week from July 3rd - August 27th, 2018 – possibility of extension

Application Deadline: As soon as possible.

Overview of Position

Maintenance assistant will work to maintain the function and cleanliness of YES' three buildings including cleaning, lawn maintenance, surface repair, and painting. The Maintenance Assistant may work with groups of volunteers to accomplish larger tasks. This position may come in contact with people who are in stressful situations and must deal with them appropriately and maintain confidentiality.

Duties

- Complete minor repairs to YES buildings (drywall patching, painting, etc.)
- Maintain gardens, grounds, and surroundings of all YES buildings
- Complete custodial tasks (window cleaning, floor mopping, replace bulbs, etc.)
- Help maintenance staff build storage structures or work on other larger tasks
- Work with volunteer(s) organizing supplies and tasks to contribute to improvement of YES buildings and grounds
- Maintain cleanliness and safety of the work area
- Maintain confidentiality of information
- Work in a non-judgmental and respectful manner

Qualifications

- Must have attended school in past academic year and be returning to school in fall 2018
- Must be between 15-30 years of age
- Able to lift/carry up to 25kg
- Skills in painting and lawn/yard maintenance required
- Reading and writing skills (in English) to record tasks and communicate with staff and residents
- Hard working, thorough, and willing to take direction
- Experience in coordinating groups/volunteers on a project an asset

- Must be able to provide a current police records check with vulnerable sector search*, and sign a confidentiality agreement (*record does not need to be completely clear, but we must have assurance that there is no evident concern for client safety.)
- Legally entitled to work in Canada
- Suitable for student enrolled in college level construction/maintenance program, or with comparable knowledge and experience

Preferred Certifications

- First Aid/CPR C/AED
- WHMIS
- Worker H&S Awareness in 4 Steps
- AODA/Human Rights Code

Applications: Submit a resume and cover letter, with 3 references, outlining your qualifications and interest in the Maintenance Assistant position by **May 31st at 8:00am**, to the attention of Jeremy Robinson, Supervisor, to hr@yesshelter.ca

Submission Method: Email applications, as a single PDF document to hr@yesshelter.ca

YES Shelter for Youth and Families appreciates all interest in our work. Only candidates selected for an interview will be contacted. All applications will be held in the strictest confidence.