



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Maintenance Assistant
Duration: July 6th 2020 - August 28th 2020
Wages: \$14.00/hour, 35 hours per week (7 hours per day, 5 days per week)

Job Duties

- Routine detail cleaning of museum building: museum, gallery spaces, meeting rooms, offices, kitchen and washroom especially on weekend shifts
- Maintenance of grounds includes weed eating, leaf blowing, power wash etc.
- Some heavy lifting and moving
- Set up and take down for facility rentals and tours

Job Responsibilities:

- Ability to take direction as required
- Self-starter working with minimal supervision
- Organized with attention to detail
- Willing to work within a public environment

Qualifications:

- Be able to communicate effectively
- Attention to detail, professionalism, confidentiality, strong communication & interpersonal skills
- Ability to multitask and is solution oriented
- Excellent organizational skills

Physical Requirements:

- Must be able to lift chairs, boxes and other moderately weighted objects
- Must be able to carry boxes up and down flights of stairs
- Indoor and outdoor physical labour

Applicants must qualify for GREAT summer student funding to be qualified for the position. Only those applicants selected for an interview will be contacted.

Applicants shall submit a cover letter, resume, and two references
by 4 pm Friday May 1st, 2020 to:

Administrative Assistant
Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650
administration@woodlandculturalcentre.ca

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
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