



WOODLAND  
CULTURAL CENTRE

### Job Posting

**Job Title:** Maintenance Assistant  
**Duration:** May 8, 2023 - August 11, 2023 (14 weeks)  
**Wages:** \$15.50/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
- Sanitization of high traffic areas and surfaces (PPE provided)

#### 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 must have access to transportation to Woodland.

Applicants shall submit a cover letter, resume, and two references by **4 pm on Friday April 7th, 2023**  
The GREAT Business Opportunity Centre, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A  
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