



North Kildonan Community Centre Career Opportunity

North Kildonan Community Centre has an exciting opportunity to join our team as a Head Caretaker. We are looking for a motivated and dependable individual to help lead the smooth, effective and efficient running of the facility. You will play a key role in ensuring the Community Centre is a safe and welcoming place for all users. The successful candidate will report directly to the Vice President of the Board of Directors.

Responsibilities:

- Provide general upkeep, cleaning and maintenance of the Community Centre buildings, grounds and equipment.
- Supervise and train any worker or volunteer assisting the Community Centre in the area of maintenance and/or caretaking.
- Oversee and provide assistance to any contractor performing work to the buildings or grounds.
- Liaise with the City of Winnipeg to ensure compliance with all building regulations.
- Assist the Director of Events with facility showings and bookings as well as event set up.
- Assist with operation of canteen including training volunteers, cashier responsibilities and supply pick up.
- Order and receive supplies required by the Community Centre at the direction of the Board of Directors.
- Other duties as assigned by the Board of Directors.

Qualifications:

- Some caretaker and building maintenance experience.
- Experience operating snow removal equipment and/or tractors an asset.
- Must be punctual and able to work unsupervised.
- Strong interpersonal and communication (verbal and written) skills.
- High organizational skills and the ability to multi-task.
- Mechanical and other trade-related skills an asset.
- Ability to move heavier items.
- Computer literate. Social media experience an asset.

- Record keeping (snow shoveling log, etc.)
- Must hold a valid driver's licence and have access to a vehicle for business use.
- Employment is subject to a clear Child Abuse Registry check and police record check.

Job Type:

- Part-time Seasonal
- Position may be required to work evenings and/or weekends
- Salary to commensurate with experience

NKCC is an equal opportunity employer. Indigenous persons, women, visible minorities and persons with a disability are encouraged to self-declare.

Please submit your current resume and salary expectations along with the names and contact information of two references to NKCC@shaw.ca by **September 30, 2020**. We thank all interested individuals, however, only candidates selected for an interview will be contacted.