

# PCS Summer Maintenance Assistant

Pickering Christian School Ajax, ON

\$16.50/hour - Contract

Position dependant on funding from Canada Summer Jobs Funding

## Organization:

Pickering Christian School is a Christian Elementary school (JK - Grade 8) that has been in operation for over 30 years in the Durham Region. Our mission at PCS is to “educate the whole child” in a nurturing environment, partnering with parents with a Bible-based perspective to develop attributes of Christ, academic excellence, and an attitude of service to others.

## Start and End dates:

Start date approx. - June 12, 2023 (negotiable) End date approx. September 1, 2023 (12 weeks).

## Description and Responsibilities:

We are currently seeking a Summer Maintenance Assistant to join our team. The Maintenance Assistant will be responsible for general property maintenance and summer project assistance. This will include, but not be limited to:

- Grounds Maintenance & Gardening (cutting, trimming, weeding & garbage pick-up)
- Classroom Clean-up and Maintenance
- Building project assistance
- Ensure safe and efficient operation, care and maintenance of tools and equipment
- Liaison and support for summer rentals (opening of building, clean-up and lock-up)
- Maintain a safe work environment by taking necessary precautions and applying safety procedures in accordance with health and safety legislation and Pickering Christian School policies

## Qualifications:

Preference to applicants with the following qualifications:

- Has a valid driver's license
- Ability to maintain and handle a variety of landscaping equipment
- General maintenance; painting, cleaning, basic carpentry skills, minor repairs
- Janitorial – ability to clean and maintain present state of the building
- Ability to problem solve and make decisions
- Good communication and interpersonal skills

## Supervision and Mentoring Plan:

The position will be supervised by our Facilities Manager on a daily basis while on-site. The Facility Manager will outline responsibilities for daily and weekly tasks as well as provide direction when it comes to stand alone projects. A mentoring relationship will be facilitated as part of our Summer Works Employment project, where all summer students will meet with the Development Director and review key employment strategies for problem-solving, conflict management, working with others and taking initiative. These sessions will take place monthly. There will also be exit reviews upon the completion of the position at the end of the summer.

## Health and Safety Plan:

All Summer Works Employment positions will complete Ontario Health & Safety Act Online training as well as receive a walk through and explanation of all health & safety procedures for the organization including WHMIS and other safety related policies/procedures.