



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### SEASONAL MAINTENANCE STUDENT – RECREATION FACILITIES DIVISION

TEMPORARY, FULL TIME (40 HOURS PER WEEK)

4 MONTH CONTRACT

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Facility Coordinator, the Seasonal Maintenance Student provides day to day maintenance for corporate owned and/or operated facilities and housekeeping services for the Centre Wellington Community Services Jefferson Elora Community Centre, Belwood Hall, and park washrooms consistent with corporate and department standard operating procedures. The Seasonal Maintenance Student ensures that all facilities and equipment are safe, ready for use, maintained in good repair, efficiently and effectively operated for the convenience and enjoyment of patrons and the public. Hours of work vary dependent on facility programming and scheduling and must be able to work nights and weekends, from May to August.

#### **Major Duties & Responsibilities:**

- Assist facility attendants with the ongoing maintenance and operation of Township Facilities
- Report on all safety, program, and participant issues
- Assist in hall set ups and take downs
- Assist with cleaning the interior and exterior of the facility including seating areas, pool area and change rooms, lobbies, dressing rooms, offices, weight room, fitness room, banquet halls, meeting rooms, and washrooms
- Assist with ensuring safe access and exit to the facility by ensuring all entrances, walkways, and exit door are free of debris
- Other duties as assigned

#### **Minimum Qualifications and Requirements:**

- Must be enrolled in post-secondary education
- Previous experience in maintenance/operations and customer service is an asset.
- Must have good customer service skills and have the ability to interact with the public in a courteous and effective manner
- A minimum of a G2 driver's license and a clean drivers abstract is required
- Excellent customer service and interpersonal skills
- Excellent communication skills, both verbal and written
- Must be able to work independently and perform work with minimal supervision

**Hourly Wage:** \$18.57 – \$20.88 (2025 Rate)

**To Apply:** Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **February 26, 2025**, at 11:59 p.m. Please quote job posting 2025-21 in the subject line.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.*