



CAREER OPPORTUNITY

MAINTENANCE ATTENDANT

PERMANENT FULL TIME WITH BENEFITS

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are in central Toronto and accessible by TTC.

We are seeking a dedicated, member service oriented professional to join our **Maintenance team as a Maintenance Attendant**. This is a **permanent full-time position with benefits** requiring shift work which includes evenings and weekends and holidays

Please send your resume to humanresources@donaldaclub.ca or "Apply Online" and tell us how you can contribute to our team's success.

POSITION SUMMARY:

Under the supervision and direction of the Maintenance Manager/Supervisor, the Maintenance Attendant will perform his/her duties to ensure that all club facilities are functioning properly according to Donalda Club standards.

DUTIES & RESPONSIBILITIES:

- Perform regular inspections to ensure that all building maintenance, repair and cleaning activities are identified, scheduled and completed promptly in the areas of responsibility
- Responds to maintenance emergencies that may occur at the club and implement reactive actions to reduce loss for the club
- Perform various general maintenance duties around the club when required or specified by the Maintenance Manager or Clubhouse Manager
- Performs duties to ensure the Clubhouse remains clean which may include removing waste to designated areas
- Assists with the set-up of special functions, parties, tournaments, etc. that occurs at Donalda by installing decorations, equipment and executing the floor plan
- Return equipment and tools to appropriate designated areas after use for proper storage
- Maintain a clean and organized storage area for the maintenance department
- Restock supplies when required and perform certain cleaning duties when required
- Ensure all furniture in assigned areas are cleaned and correctly arranged in accordance to the floor plans of the areas
- Perform tasks as required-if something is viewed as being out of place/broken/not working report and fix immediately
- Perform any other duties relative to the clubhouse as specified by the Maintenance Manager

JOB SPECIFICATIONS/ QUALIFICATION REQUIRED:

- Completion of High School Education (Grade 12) or equivalent is required
- Understanding of basic plumbing, electrical and building engineering is recommended and preferred
- Must be able to work under pressure while maintaining composure and performance standard during busy peak periods
- Good hand-eye coordination, ability to climb a ladder and comfortable with heights is required
- Ability to work medium-heavy physical task for periods of up to 4 hours without sitting
- Must be able to lift 30 lbs.
- Must be able to work a variety of shifts including days, evenings, weekends and holidays
- Must be well-groomed, mannerly, friendly and team oriented
- CPR and First Aid Certificate is recommended
- Fluent in English (Oral & Written)

Contract Terms:

- Benefits: Medical and Pension
- Up to 40 hours per week (varied shift work schedule)
- Hourly Wage
- Complimentary duty meals
- Complimentary parking
- Uniform provided by the Club

Those individuals, who are interested in applying, please send your resume to humanresources@donaldaclub.ca or complete the Online Application form on our website at www.donaldaclub.ca. Please do not send resumes without applying on our website.

No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Applicants who do not already have legal permission to work in Canada will not be considered.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process