



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

Ports Toronto has the following temporary opportunity:

MARINA BUILDING ATTENDANT- SEASONAL CONTRACT

This position maintains a clean and pleasant surrounding of the marina property for our guests.

DUTIES

- Daily general cleaning and maintenance of exterior building and car park areas
- Daily general cleaning (vacuuming, dusting, polishing, and mopping) of floors, office furniture and washrooms in the building including the removal and storage of garbage and recycling materials
- Daily kitchen clean up (microwave, refrigerator, toaster oven, floor etc.)
- Daily stocking of supplies as needed.
- Floor cleaning, stripping and polishing
- Set-up and relocation of office furniture (office moves)
- Delivery of cartons of material to offices, store merchandise
- Conduct monthly workplace inspections including fire extinguishers, emergency lighting, AED's etc.
- Conduct regular check of mechanical equipment, heating, air conditioning, etc.
- Notify Marina Manager of any unusual events and be prepared to contact appropriate authorities (i.e. fire department, police, etc.) in the event of emergencies
- Perform outdoor seasonal duties such as general garden maintenance (lawn, flower beds, weed trimming and grass cutting)
- Water office plants
- Weekly detailed cleaning per set schedule
- Must comply with all PortsToronto policies and procedures including Health and Safety policies, SOPs, procedures, and legislated requirements.
- Must wear designated safety equipment/PPE as required.
- Any other duties that may be assigned by PortsToronto.

QUALIFICATIONS and ABILITIES

- Building cleaning experience
- General knowledge of mechanical installations
- Sound written and oral English communication skills
- Physically fit able to perform office cleaning and maintenance work
- Able to lift up to 25 Kgs (50 Lbs) floor to waist.
- Able to work independently with little or no supervision in a position of trust
- Mechanical aptitude
- Valid Ontario Class "G" Driver's License

WORK LOCATION: Outer Harbour Marina, 475 Unwin Ave, Toronto, ON M4M 3M2

Must have own transportation. There is no access by public transportation to this location.

COMPENSATION: \$26.83/hour.

CONTRACT: May to September 2020

HOURS OF WORK: Available 7 days per week including holidays.

OTHER: This is a unionized position with CUPE.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com.

In the Subject line, please quote: **MARINA BUILDING ATTENDANT- SEASONAL CONTRACT**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.
PortsToronto is an equal opportunity employer.

To learn more about the Toronto Port Authority operating as PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com