

CANADA SUMMER JOBS – GROUNDSKEEPER

We are currently seeking a Groundskeeper for a daycare in Nanaimo, BC called Nanaimo Innovation Academy (www.nanaimoinnovation.org). This is supported by Canada Summer Jobs Program. You must be between the age of 18-30. This is an entry level position and is perfect for a student or someone who is looking to start in this field.

HIRING— THE POSITION STARTS JUNE 1

The funding for the position is for a 3-month contract. The position may be extended into a permanent position. The position is 30 hours per week. Hours are flexible.

JOB DESCRIPTION

Nanaimo Innovation Academy is looking to employ a dedicated and reliable groundskeeper for the summer months to maintain our facilities, do safety checks of equipment, and perform regular cleaning tasks around the daycare. They should be able to prepare accurate repair and cleaning reports.

To be successful as a groundskeeper, you should be hard-working, have good hand-eye coordination, and able to lift heavy objects as required. Ultimately, an exceptional maintenance assistant should be able to safely operate hand and power tools as well as demonstrate excellent problem-solving and time management skills.

MUST HAVES

- Must be between 18 years of age to 30 years of age
- Hold Canadian residency and/or be legally entitled to work in Canada
- Be able to submit an up-to-date record of immunizations
- Be in adequate physical and psychological capability to work around children and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- A willingness to learn how to operate tools and machines
- 2 Written References
- Up to date resume
- Well written cover letter

ALSO, GOOD TO HAVE

- An awareness of safety
- Strong problem-solving skills
- Excellent time management skills
- Effective communication skills
- Good hand-eye coordination
- General maintenance experience

GROUNDSKEEPER RESPONSIBILITIES

- Checking the daycare toys and equipment for safety and damage concerns.

- Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs.
- Performing regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming.
- Maintaining all outdoor areas, which entails mowing, trimming, and edging the lawn and pressure washing the decks and pathways.
- Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies.
- Painting equipment and fences.
- Removing trash and recyclable materials to the garbage area.
- Promptly responding to requests for emergency repairs and clean-ups.
- Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets.
- Ensuring that all maintenance equipment is in good working order.
- Attending training, safety programs, and staff meetings