# POSITION: Building Attendant

**DEPARTMENT:** Public Works / Facilities
**LOCATIONS:**
- Malahide Community Place – 12105 Whittaker Road
- South Dorchester Community Hall – 49431 Lyons Line
- Other facilities as required

**EMPLOYMENT TYPE:** Casual, Part-Time for existing vacancy
**COMPENSATION: $17.60 per hour**

## About the Role
The Township of Malahide is seeking **reliable, community-focused individuals** to join our team as **Building Attendants**. This role plays an important part in keeping our community spaces clean, safe, welcoming, and ready for public use.

Building Attendants support the daily operation of municipal community centres, assist with events, provide customer service to facility users, and help maintain baseball diamonds during the summer and early fall months.

This position is well suited to individuals looking for **daytime-focused shifts**, flexible hours, hands-on work, and the opportunity to be part of a supportive municipal team.

## Why You'll Enjoy Working With Us
- **Daytime-Focused Shifts -** Daytime availability is preferred, offering predictable hours and improved work–life balance.
- **Flexible Working Hours -** Scheduling flexibility to support personal, family, or school commitments.
- **Supportive Team Environment -** Work alongside a respectful, collaborative team that takes pride in serving the community.
- **Opportunities to Learn New Skills -** Gain experience in facilities operations, event support, safety procedures, and customer service.
- **Training & Development -** On-the-job training provided — previous experience is an asset, not a requirement.
- **Events & Employee Recognition -** Staff appreciation events: summer BBQ, Christmas Lunch.
- **Voluntary Participation in OMERS -** Access to a voluntary pension plan to support your long-term financial well-being.

## Key Responsibilities
- Perform routine cleaning and maintenance duties, including sweeping, mopping, dusting, and waste removal.
- Set up and take down tables, chairs, and equipment for scheduled events and activities.
- Provide friendly and helpful customer service to building users.
- Monitor facilities and baseball diamonds, reporting maintenance or safety concerns to the Supervisor.

- During baseball season, line and groom ball diamonds for games and tournaments as scheduled.
- Ensure facility security by unlocking/locking doors and monitoring building access.
- Follow all facility policies, procedures, and safety requirements.
- Perform other duties as assigned by the Supervisor.

## Qualifications
- Minimum age of 16; Grade 12 diploma preferred.
- Ability to work independently with strong attention to detail.
- Excellent communication and interpersonal skills.
- Physically able to lift up to 50 lbs and perform tasks involving standing, walking, bending, and lifting.
- **Daytime availability preferred**, with flexibility to work evenings, weekends, and holidays as required.
- A valid G Driver's Licence is an asset (may be required to travel between facilities).
- Previous custodial or facility maintenance experience is an asset, but not required.

**To Apply:**
Submit your resume and cover letter to [hr@malahide.ca](mailto:hr@malahide.ca), Sue Loewen, Human Resources Manager. For more information, visit Malahide.ca or contact us at 519-773-5344 x. 229.

A detailed job description is available upon request.

We thank all applicants; however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.

The Township will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Human Resources Manager. We thank all applicants, however, only those selected for an interview will be contacted