



MAGNA GOLF CLUB

Clubhouse Facilities Attendant

We are looking for a **Clubhouse Facilities Attendant** to join our Clubhouse Maintenance team. If you have a great “all hands-on deck” attitude, can take initiative and are eager to learn, we want to hear from you.

As a Clubhouse Facilities Attendant you will be required to complete general facility maintenance and cleaning.

What we are looking for:

- Candidates **MUST** have flexible full-time availability and be able to work a variety of shifts including early morning, day, evening and weekend shifts.
- Experience in janitorial and maintenance services is an asset.
- Ability to maintain good working relationships with co-workers and supervisors.
- Comfortable using hand tools, an auto scrubber and other maintenance related equipment.
- Detailed and service oriented professional.
- Ability to take initiative and work independently.
- Good communication skills.
- Problem solver
- Ability to lift up to 45 kg (100 lbs)
- Basic knowledge of the HVAC system, plumbing and electrical. (Not necessary though)

What you will be doing:

- Perform preventative maintenance, repairs and other tasks assigned by the management team.
- Maintain and clean throughout the clubhouse.
- Clean carpets, sweep, mop, polish and scrub floors.
- Clean windows, mirrors, walls, and offices.
- Empty waste containers and dispose of garbage appropriately
- Set-up for events and meetings, including A/V equipment
- Maintain and stock supplies in washrooms, cabinets, and storage areas.
- Perform weekly, monthly and yearly routine maintenance jobs around the clubhouse
- Keep the building exterior entrances and areas of the exterior Buildings clean of debris and garbage
- Clean snow and apply salt on walkways.
- Must be proficient with use of all hand and power tools
- And other duties as is assigned.

Terms of employment

- This is currently a temporary six-month position, will full-time hours. However, with the right candidate, this position could lead to year-round employment.

To apply, please email a cover letter and resume outlining what you will bring to our team to hr@magnagolf.com.

We thank you for your interest, only those who are selected for an interview will be contacted. Accommodations for disabilities in relation to the job selection process are available upon request.