

## Position Description

<b>Title:</b>	<b>Building Maintenance Ambassador – Canada Summer Jobs</b>
<b>Reporting to:</b>	<b>Manager, Building Maintenance</b>
<b>Overview:</b>	While you might be behind the scenes, this role is integral to the success of the SLCC. Part maintenance person, part cleaner, part event set-up/tear-down, part special projects, you are ready to roll up your sleeves to help out.
<b>About SLCC:</b>	The Squamish Lil'wat Cultural Centre (SLCC) is a place sharing meaningful experiences, educating all, and lifting our distinct Skwxwú7mesh and Lil'wat ways. We are a space where our Skwxwú7mesh and Lil'wat cultures meet, grow, and are shared.

### What we are counting on you for (deliverables and expectations):

#### Key Deliverables

#### Operations

- Responsible for supporting all the cleaning of the buildings and keeping outside grounds clean and presentable. This includes:
  - Cleaning and sanitization to meet the Communicable Disease Plan
  - Cleaning of all windows, glass, mirrors, fixtures and furniture
  - Steam cleaning carpets and upholstery as needed
  - Monthly power wash of external patios and deep clean of building
  - Assist with recycling program
- Supporting the Manager on routine maintenance and repair tasks. This includes:
  - Completion of operating checklists for vehicles
  - Notifying of any repairs
- Helping with special projects.
- Adhere to all SLCC Policies and Procedures.
- Familiar with health and safety practices and COVID-19 requirements as per the Public Health Officer.

## Every Member of the SLCC Team

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Lives the SLCC values of Passion, Empowerment, Collaboration and Equality
  - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
  - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
  - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
  - Equality: We treat others as we would like to be treated, with fairness and respect.

## What you will bring to our team (experience and attributes):

### Attributes

- Some knowledge of HVAC systems, electrical and plumbing systems.
- Experience using hand and electrical tools.
- Ability to read manuals and checklists.
- Willing to take initiative.
- Good communicator and willing to be part of a fast-paced environment.
- Physical stamina and dexterity are required.
- Proven team player, able to take direction to ensure tasks are completed.
- Interest and/or experience in First Nations culture.

### Experience and Education

- Previous experience in cleaning and general maintenance are required.
- Ability to lift, move up to 50lbs and can physically do the cleaning and maintenance work required.
- Flexible to work varied schedule which may include weekends, early mornings and evenings.
- Clear criminal background check.

## Application and Selection Process:

Please apply by sending your cover letter and resume to [human.resourecs@slcc.ca](mailto:human.resourecs@slcc.ca) by June 12, 2022. We are committed to diversity, equity and inclusion for all people and hire using these principals.