



JOB DESCRIPTION

JOB TITLE:	Facilities Assistant– Canada Summer Jobs
DEPARTMENT:	Facilities
CLASSIFICATION:	Student
REPORTS TO:	Facilities Manager
HOURLY RATE:	\$18.96

JOB SUMMARY:

The Facilities Assistant provides administrative, operational, and project support to the Facilities Manager by creating and maintaining systems for inventory, supplies, and workflow processes across housekeeping, laundry, and other support services. This role supports process improvement, data analytics, and change management initiatives to enhance efficiency, accuracy, and service delivery across the Menno Place campus.

This is a temporary, full-time position funded through the Canada Summer Jobs Grant and aligned with Federal and Member of Parliament priorities. The student must demonstrate commitment to the vision, mission, and values of Menno Place and perform all duties in accordance with facility policies and procedures.

The role requires teamwork, communication, and cooperation. The successful candidate contributes to a positive and safe working environment, accepts instruction well, manages time effectively, and participates in continuous quality improvement of services provided.

KEY RESPONSIBILITIES:

- **1. Inventory, Supplies Management & Ordering Systems**
 - Assist in developing and maintaining organized systems for tracking inventory levels and supply needs.
 - Support ordering processes, including vendor coordination, purchase requests, and restocking cycles.
 - Maintain digital records of products, volumes, consumption patterns, and cost tracking.
 - Ensure items are stocked appropriately for housekeeping, laundry, and general facilities operations.
- **2. Workflow & Process Improvement**
 - Review current processes related to housekeeping, laundry, and supplies distribution.
 - Recommend improvements to increase efficiency, reduce waste, and streamline communication.

- Document updated workflows and ensure they remain accessible, clear, and current.
- Collaborate with frontline teams to understand operational needs and process gaps.
- **3. Software & Systems Support**
 - Actively use and maintain software platforms for work orders, inventory management, and reporting.
 - Ensure accurate data entry and assist with troubleshooting system issues.
 - Support staff in learning and using digital tools effectively.
- **4. Data Analytics & Reporting**
 - Create simple dashboards, logs, and data-tracking systems to measure consumption, usage trends, and forecasting needs across departments.
 - Analyze supply data to identify patterns, cost-saving opportunities, and sustainability considerations.
 - Prepare reports for the Facilities Manager as required.
- **5. Change Management Support**
 - Assist the Facilities Manager with implementing new processes, software, or operational changes.
 - Help coordinate communication, documentation, and training materials.
 - Gather feedback from staff and escalate issues or barriers.
- **6. Floor Care Support**
 - Assist staff with basic floor prep tasks such as scrubbing surfaces prior to waxing.
 - Support the application of wax or polish under supervision and in accordance with safety protocols.

QUALIFICATIONS

Education, Training and Experience

- Experience in administration, facilities operations, purchasing, logistics, or related fields.
- Strong computer skills, including Excel, Word, and inventory or facilities software platforms.

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Ability to manage multiple tasks, timelines, and priorities.
- Physically able to assist with inventory tasks and optional floor-care duties.
- Clear criminal record check.
- Safety requirements to be met

Health & Safety

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills and knows the facility fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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