

Job Title: Building Management Trainee

Position Summary: In this Building Management Trainee, you will play a key role in maintaining Kirk Centre's building and grounds, ensuring a clean, safe, and welcoming environment for the community. You will support a variety of tasks, from routine maintenance to special projects, either independently or as part of a team. We seek a proactive, adaptable, and motivated individual who demonstrates a strong commitment to teamwork and customer service, approaching tasks with enthusiasm and professionalism.

Experience and Skill Development

- Developing expertise in building management and operations.
- Acquiring knowledge of community building security systems and requirements.
- Operating and maintaining lawn, garden, and winter maintenance equipment.
- Gaining proficiency with tools like drills and saws for small renovation projects.
- Learning planning, preparation, and execution for minor renovation tasks.
- Mastering painting techniques and preparation processes.
- Expanding knowledge in event management and coordination.
- Maintaining tools and equipment, including lawn, garden, and winter maintenance tools.
- Learning flooring replacement and repair techniques.
- Building a foundational understanding of small electrical and plumbing repairs.
- Understanding the challenges and requirements of maintaining older buildings.
- Developing an understanding of non-profit budgeting and resource allocation.
- Acquiring basic skills for operating audiovisual (AV) systems.
- Learning to manage a facility serving diverse community groups, fostering relationships among multicultural, interdenominational, and LGBTQ+ organizations while promoting inclusivity.
- Supporting community programming, engagement, and connections.

Main Duties and Responsibilities: The following duties are a representation of the responsibilities associated with this role. While comprehensive, this list is not exhaustive; additional duties of a similar nature may be assigned based on the Centre's needs. Training will be provided for any necessary equipment.

Grounds Maintenance:

- Maintain Kirk Centre's gardens and grounds, including mowing, weeding, hedge trimming, and managing flower beds.
- Seasonal preparation and maintenance, such as spring/fall cleaning, planting perennials and annuals, and leaf/rubbish removal.
- Undertake small landscaping projects, including tasks related to tree trimming and removal.
- Support other grounds work as required.

Building Maintenance:

- Perform light maintenance tasks within the Kirk Centre, such as painting, minor woodworking, and small renovation projects.
- Assist in setting up and tearing down community events and gatherings.
- Conduct general cleaning tasks, including sweeping, mopping, dusting, vacuuming, and maintaining washroom cleanliness.
- Carry out additional building-related duties as needed.

Equipment and Tool Handling:

- Operate small machinery, including a push mower, riding mower, trimmer, chainsaw, pressure washer, and basic hand tools, following training.
- Ensure proper maintenance and secure storage of all tools and machinery.
- Follow safety procedures to ensure a secure work environment.

Indoor Work (Weather-Dependent):

- On days unsuitable for outdoor tasks, assist with indoor projects such as painting, flooring, general repairs, small electrical, and preparing for outdoor work.
- Support and research to provide general assistance to the custodian as needed.

Organizational Focus and Priorities: Kirk Centre is a not-for-profit organization committed to fostering community connections and supporting the growth of diverse local groups. We offer affordable, clean, and inclusive spaces to various not-for-profit organizations and small businesses, ensuring that all community members, regardless of religious affiliation, ethnicity, sexual orientation, or gender, feel welcomed and respected.

We continuously engage with our community to understand its needs, creating connections and programming that reflect the interests of our members. By repurposing an existing United Church of Canada building, we aim to maximize our resources to make a positive, lasting impact on our community.

This role offers the opportunity to be part of a mission-driven organization, contributing directly to the community by providing a safe and welcoming environment.