

Canada Summer Jobs Posting – Building Maintenance Assistant May 2026

Summary:

The Building Maintenance Assistant will play a key role in supporting the safe, accessible, and efficient operation of Rosedale United Church and The Rosedale Centre. Reporting to the Executive Director and working closely with the Facilities Coordinator, they will contribute to the upkeep of our building, assist with planned improvements, and help ensure that our spaces remain welcoming and functional for the many community groups, programs, and rental users we serve.

Over the summer, the Building Maintenance Assistant will support several facility planning and improvement initiatives, including accessibility (AODA) and signage reviews, participation in a facility-wide security review, and various small repair and maintenance tasks throughout the building. They will also assist with day-to-day operational needs, respond to basic maintenance requests, and support events, rentals, and program activity through hands-on setup and coordination. In addition, they will help with a light review of the building's environmental footprint by observing water, waste, and energy use, and identifying simple, low-cost opportunities to improve efficiency.

Key Responsibilities:

Building Maintenance & Repair

- Assist with routine maintenance tasks such as minor repairs, painting, touch-ups, replacing fixtures, and basic carpentry or hardware adjustments
- Monitor common areas for cleanliness, safety hazards, and repair needs, reporting issues promptly to the Facilities Coordinator
- Support facility upkeep by performing light cleaning duties between events or program turnovers
- Assist with seasonal maintenance tasks and small improvement projects across the building and grounds

Accessibility & Safety Projects

- Support facility project development related to accessibility (AODA), signage, safety, security, and building improvements through research, contractor pricing, preliminary budgeting, recommendations, and project documentation
- Help maintain overall building safety by checking emergency exits, signage, lighting, and general conditions of shared spaces
- Participate in the annual review of fire safety equipment, automated external defibrillators (AEDs), first aid kits, and related safety systems to support accessibility, visibility, compliance, and operational readiness

Environmental Stewardship & Efficiency Review

- Conduct a basic review of the building's environmental footprint by observing water use, waste practices, and energy consumption patterns, identifying simple, low-cost opportunities to reduce waste and improve efficiency
- Research environmental practices used in similar community buildings and summarize industry trends related to sustainability measures that require minimal capital investment
- Provide a short summary of findings to support future planning

Event, Rental & Program Support

- Assist with room setup and teardown including moving tables, chairs, and equipment
- Support the Facilities Coordinator in coordinating space needs, troubleshooting issues, and preparing rooms for use

- Provide on-site support for events by directing visitors or responding to minor facility requests

Operational & Administrative Support

- Greet visitors when required and provide general assistance and wayfinding
- Maintain basic maintenance logs, supply inventories, and equipment checklists
- Support reception duties when staff are unavailable
- Address small time-sensitive building needs when the Facilities Coordinator is offsite

Work Environment & Physical Requirements:

- In-person, highly active role requiring movement throughout the building
- Regular bending, lifting, carrying, and ladder use within safe limits and with training
- Some tasks will involve working in mechanical rooms, storage areas, or outdoors
- Occasional evening or weekend shifts to support events or rentals
- Must follow all safety procedures and use appropriate PPE

Canada Summer Jobs Requirements:

- Applicants must be under the age of 30 at the beginning of the employment period
- Applicants must 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 (international students are not eligible)
- Applicants must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations

Experience & Education:

- Building maintenance, trades, construction, or facilities prior experience an asset but not required
- Comfortable with basic hand tools and willing to learn new skills
- Experience in manual labour, customer service, or basic repair work is an asset
- Ability to follow instructions and work safely
- Experience using Google Workspace and/or Microsoft Office and other cloud-based applications for reporting, digital file maintenance, communication, and collaboration
- Have command of the English language, including clear and professional verbal and written communication skills

Skills & Abilities:

- Hardworking, reliable, and comfortable with hands-on tasks
- Good problem-solving skills and ability to assess basic maintenance needs
- Strong communication skills and willingness to ask questions when needed
- Able to work independently and as part of a team
- Respectful, friendly, and committed to supporting a safe and welcoming environment for all building users

Employment Terms & Compensation:

- 8 weeks of employment beginning mid-June
- 35 hours per week
- \$20/hour

How to Apply:

- Please send your resume and cover letter to application@rosedaleunited.org