

Position: Maintenance & Facility Staff

Lionhearts Ottawa: 119 Iber Rd, Unit 1, Stittsville, ON

Who We Are

Driven by a deep desire to see all people living with human dignity, Lionhearts Inc. has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Eastern Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

Position Description

Lionhearts is seeking a dedicated and reliable individual to join our team in a Maintenance and Facility Staff position. This position will be responsible for maintaining the cleanliness and maintenance / light repairs of the 5,000 sq ft warehouse, as well as fleet maintenance of the Ottawa vehicles and occasional pickups and deliveries to and from our partners. The successful Candidate will demonstrate a strong working knowledge of warehouse best practices with a keen attention to detail.

Responsibilities

- General cleaning of all areas of the building, maintaining an orderly and safe environment for staff and volunteers.
- Sweep and mop floors, clean up spills with appropriate equipment.
- Clean entrances, windows, office, kitchen and common areas.
- Clean and stock washrooms and supplies.
- Operate floor scrubbing equipment, electric forklift, and pump truck (training will be provided).
- Maintain & ensuring equipment is in good working order.
- Perform minor repairs and notify management for any major repairs.
- Facility Security (keys, codes & maintaining logs of who has what access).
- Health & Safety responsibilities.
- Contribute to the organization of the warehouse (layout).
- Assist with Inventory management of perishable and non-perishable food as needed.
- Maintain fleet: mileage logs, booking maintenance (oil & tire changes, under coating etc).
- Pickups and deliveries.
- Assist volunteers as necessary.
- Special projects and duties as assigned.
- Attend weekly meetings and trainings as required.

Requirements

- Experience with basic maintenance, equipment repairs, cleaning, and other custodial work.
- Work well independently and manage time efficiently.
- Ability to problem solve and demonstrate initiative.
- Knowledge of health and safety regulations/ WHIMS related to warehouse operations and food storage.
- Experience in customer service and working in a non-profit environment.
- Work as part of a team with staff and volunteers, contributing to a positive, respectful workplace environment.
- Forklift experience is an asset (training to be provided).
- Ability to lift at least 25 kg (55 pounds).
- Ability to stand, walk, squat and/or bend for potentially long periods of time.
- Some experience operating manual and electric equipment.
- High school diploma, good written and verbal communication, basic math skills.
- Valid 'G' Ontario driver's license.
- Police Vulnerable Sector Check (required upon hire).

Wage

\$20 - \$21.50 based on experience, plus 4% in lieu of vacation.

Term

Permanent, part-time starting at 20 hours per week.

Hours

Flexible hours of work Monday to Friday for a total of 20 hours per week (limited evening / weekend) with potential to increase to full-time hours in the future.

To Apply

Please submit your resume, cover letter, and three work-related references to hire@lionhearts.ca. Include the Job Position in the subject line. Application deadline is Thursday, February 29 2024.

Application Process

Applications will be reviewed as they are received. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

Lionhearts is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact hire@lionhearts.ca. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.