

# MAINTENANCE/JANITORIAL



The Matthew Legacy is looking for **one (1) Maintenance/Janitorial worker** for the 2024 season. Under the direction of the Matthew Legacy Board and Management, the Maintenance/Janitorial worker performs duties for the daily operation of the Matthew Legacy site.

**Wage:** \$19.00/per hour plus 4% vacation pay

**Duration of Position:** Seasonal position: May 13 to October 19, 2024 (23 weeks) for 40 hours per week.

## **The duties of the Maintenance/Janitorial worker are as follows:**

- Inspects site on a routine basis and performs cleaning and maintenance as needed to keep the facility in functioning and operating condition including but not limited to the main building, gift store, site grounds, wharf area, stage, washrooms etc.
- Perform maintenance tasks throughout the site (interior and exterior) such as painting, replacing deck boards, and repairing gates.
- Reports on any major maintenance needs to the manager and recommends corrective action as appropriate.
- Demonstrates efficient and safe use of equipment and tools.
- Perform janitorial tasks throughout the site (interior and exterior) such as collecting trash, cleaning windows, sweeping the deck and daily cleaning (pressure washing) of the Matthew ship
- Restock supplies in washrooms and other areas as needed.
- Maintain inventory of cleaning and maintenance supplies and notify the manager when supplies are needed to be replenished.
- Assist with setting up and lifting heavy items for interpretation programs, community outreach and special events.
- All other related duties as required.

## **Qualifications:**

**This role may have physical demands including, but not limited to, lifting, bending, pushing, pulling and/or extended walking and standing.**

- Knowledgeable in basic carpentry or demonstrated expertise in maintenance
- Ability to lift a maximum weight of 50Lbs
- Must be able to follow basic safety procedures and precautions
- Exercise considerable judgment to solve problems
- Strong attention to detail and ability to prioritize tasks
- Excellent time management skills
- Ability to work independently or with limited supervision
- Demonstrates interpersonal and communication skills, both written and verbal

Please mail, email, or drop off your resume at the address below. Applications will **not** be accepted via Facebook. The **deadline** for applications is 4:30 p.m. on May 3, 2024. Clearly marked "**Maintenance/Janitorial worker**".

**Mail:**  
Matthew Legacy  
c/o Tracy Fitzgerald  
P.O Box 500  
Bonavista, NL A0C 1B0

**Email:** [info@thematthewlegacy.com](mailto:info@thematthewlegacy.com)

**In-person:** Bonavista Town Hall – 95 Church Street,  
Bonavista. 8:00 am – 4:30 pm