

"Central Niagara is one of the most stunning and versatile venues in the Niagara Region, we have hosted a wide variety of events, including music concerts, high school graduations, sports tournaments, and dance competitions, each contributing to our community's cultural and social fabric. With over 13,000 square feet of flexible space, a state-of-the-art Meyer sound system, and a spacious stage, it's the ideal setting for these events. By providing a space for people to gather, celebrate, and connect, we help build a stronger, more vibrant community."

WHAT YOU WILL DO:

We are seeking a strategic, hands-on, and highly organized individual to serve as Building Manager for our Central Team. This role is responsible for overseeing the daily operations, maintenance, safety, and cleanliness of our facility, ensuring it consistently meets high standards of excellence. The Building Manager plays a key leadership role in managing building systems, coordinating contractors, supporting events, and leading the custodial team. This position requires a strong combination of technical knowledge, operational leadership, and administrative oversight, as well as the ability to work collaboratively across departments to support the ongoing needs of a dynamic and mission-driven organization.

1. Building Operations & Maintenance

- Ensure the facility is fully operational and maintained to a high standard
- Collaborate with the Director of Development to oversee building systems (e.g., HVAC, alarms, automation, elevators)
- Maintain fire safety protocols and building security, including opening/closing procedures
- Oversee routine and annual maintenance schedules, including repairs and refresh projects
- Manage building supply inventory and vendor relationships
- Source and coordinate contractors for maintenance and repairs ensuring work meets quality standards and budget requirements.
- Develop and maintain building operation policies

2. Custodial Team Oversight & Cleaning

- Manage, train, and provide leadership to custodial staff (evening, weekend, and childcare)
- Create and maintain weekly task schedules and cleaning checklists
- Ensure all areas of the building are cleaned and maintained daily (floors, washrooms, garbage, laundry, restocking, etc.)
- Oversee cleaning and sanitization of childcare areas
- Coordinate additional cleaning needs related to events in collaboration with the CN Events Team
- Hire or contract external cleaning companies when required
- Monitor custodial supply inventory and maintain organized storages
- Ensure custodial team adheres to all training, health & safety, and cleaning standards

3. Event Support & Set up

- Oversee the Central Niagara calendar of events and room bookings.
- Supervise daily setup and teardown for regular bookings
- Collaborate with the CN Team on overlapping or large-scale events, including CCC Sunday setups
- Maintain inventory and ensure working condition of all event-related equipment (e.g., tables, chairs, linens)

4. Internal Collaboration & Administration

- Partner with CCC & CN teams to align building support with ministry and event needs
- Attend all staff and department meetings
- Meet monthly with your reporting manager to provide updates and discuss planning
- Perform other duties as assigned

QUALIFICATIONS:

- Proven experience in facility management, building operations, or a related field.
- Experience managing contractors and service providers across various trades (e.g., electrical, plumbing, landscaping).
- Demonstrated leadership skills with the ability to manage and support a custodial/maintenance team.
- Excellent organizational skills, time management and attention to detail.
- Working knowledge of Health & Safety regulations and ability to implement and oversee related protocols.
- Comfortable working both independently and in a team setting
- Flexibility for evening/weekend responsibilities if needed.

WORKING CONDITIONS:

- Work may involve lifting and moving equipment, bending, and extended periods of walking or standing.
- Must be comfortable working in a fast-paced environment with changing priorities.

INCLUSION AND DIVERSITY:

At Central Niagara we value diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds, identities, and experiences to apply and join our team.

WHY YOU WANT TO JOIN US:

- Annual Salary range of \$48,000 - \$54,000 paid bi-weekly by direct deposit.
- A competitive salary including a minimum of 2 weeks of vacation.
- Medical benefits after the probationary period.
- Amazing facilities to foster unforgettable experiences,
- Regular personal growth and leadership development opportunities,

HOW TO APPLY:

If you are interested in this position, please email your resume to hr@centralniagara.org

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralniagara.org