

"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 reliable, detail-oriented, and proactive individuals to join our CN Team as Facility Staff. This role is essential to ensuring the cleanliness, functionality, and security of our building during event rentals and day-to-day operations. Facility Staff work directly with the Team Lead, Events Coordinator, and Building Manager to ensure the facility is prepared, clean, and welcoming for all guests. This is an excellent role for individuals who enjoy hands-on work, fast-paced environments, and flexible scheduling.

- **Event Support & Setup**
Coordinate and execute event room setups and tear-downs according to detailed specifications, ensuring all spaces are prepared on time and to standard. Provide courteous on-site assistance to guests and event partners as needed.
- **Event Calendar Communication**
Monitor the event calendar to stay current on upcoming activities, ensuring all setup and support tasks are completed accurately and on schedule. Communicate requirements and updates effectively with the team.
- **Inventory & Supplies Monitoring**
Monitor janitorial and facility supplies; notify the Building Manager when inventory is low to avoid service disruptions.
- **Facility Cleanliness Oversight**
Ensure all rooms and washrooms are kept clean and orderly throughout the shift; restock toiletries and cleaning supplies as needed.
- **Waste Management**
Manage end-of-shift waste disposal by sorting and removing garbage and all recycling materials, including cardboard, in compliance with facility procedures.
- **Health & Safety Compliance**
Perform all tasks in accordance with health and safety regulations; report any incidents, hazards, or unsafe conditions to the Building Manager or appropriate supervisor.

QUALIFICATIONS:

- Previous experience in facility operations or a related role is considered an asset.
- Excellent organizational skills and attention to detail.
- Ability to perform physical tasks, including lifting, cleaning, and setting up tables and chairs.
- Knowledge of Ontario's Workplace Health and Safety Standards.
- Reliable transportation to and from the workplace is required.
- Flexibility to work evenings, weekends, and irregular shifts as required. This includes late nights and occasional early-morning end times, depending on event schedules.

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.

COMPENSATION:

- Hourly rate of \$20.00/hr paid bi-weekly by direct deposit.
- This is a casual position with hours scheduled as needed. While shifts will be assigned based on business requirements, please note that there is no guarantee of a minimum number of hours each week.

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