



Part-time Facility Assistant

The Corporate Services Department, Reality & Property Services Division, has a part-time position available. This position is for a part-time **Facility Assistant**, working **Saturdays only from 8:00 a.m. to 4:00 p.m. at the Cambridge Farmers' Market and City Hall.**

This person will assist with various events held in and around the building on Saturdays.

Duties include:

- Routine cleaning and upkeep of the City Hall lobby and washrooms and other light maintenance duties.
- Collects and disposes of garbage, cleans spills and works to maintain the non-vendor areas of the Farmers' Market area
- Help to setup/tear down of events at City Hall and at the Farmers' Market, including meeting rooms in City Hall and the second floor of the Market building
- Responds to or provides contact information in response to questions and general enquiries.

Qualifications:

Custodial or building caretaker experience and experience working with the public would be a definite asset. Ability to interpret scheduling calendars to implement room setups. Ability to work within tight schedules and deadlines.

Applications will be accepted for this position until 4:30 p.m., November 25, 2009. Applications are available from Human Resources Services, or please forward a resume with covering letter to:

Corporation of the City of Cambridge, Human Resources Services Division, 4th Floor
50 Dickson Street, Box 669, Cambridge, Ontario N1R 5W8
Fax (519) 740-7051 e-mail hrservices@cambridge.ca

We thank all who apply for this position, however, only those selected for an interview will be contacted by the Human Resources Services Division.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act (28-2). This information will be used to determine eligibility for employment with the City of Cambridge. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4079.

We are an equal opportunity employer.