

Employment Opportunity – Light Duty Housekeeping

Light Duty Housekeeping (Part-Time)

TO Live

**Location: Meridian Arts Centre (formerly Toronto Centre for the Arts)
Toronto, Canada**

TO Live's Housekeeping department at the Meridian Arts Centre (formerly Toronto Centre for the Arts (TCA)) is currently accepting applications for the part-time position of Light Duty Housekeeping.

This position is mainly from 3:00 pm to 11:00 pm (with flexibility for 7:00 am to 3:00 pm) on an as needed part-time basis Monday to Sunday as required by the TO Live's Meridian Arts Centre's performance and events schedule.

The housekeeping staff at TO Live's Meridian Arts Centre are members of the IATSE B-173. The successful candidates will be required to join this union.

This position report to the Director of Facilities; and/or their designate. Duties include, but are not limited to, general cleaning and light maintenance duties.

KEY ACTIVITIES AND RESPONSIBILITIES

- Clean all areas of the theatre including auditorium, back stage, dressing rooms, front of house, kitchen areas, and office areas as assigned or directed.
- Clean and maintain washrooms and ensure they are fully supplied with soap, tissue and hand towels.
- Clear litter from the exterior, front and surrounding the theatre building.
- General light maintenance as assigned or directed.
- Cleaning windows, plate glass, signs, polishing brass and railings.
- Keeping the exterior grounds tidy and presentable, e.g. gardening, watering plants.
- Other facility cleaning, duties and responsibilities as assigned or required.

JOB SPECIFICATIONS

- Practical experience in housekeeping duties.
- Ability to work independently and as part of a team.
- Work with minimal supervision.
- Good organizational skills.
- Good time management skills.
- Watches for safety or security issues (trip hazards, lighting, suspicious persons, etc.) and reports to management.
- Observe TO Live's Health and Safety policy; and to wear PPE where required and necessary.
- The candidates must be able to lift and carry up to fifty pounds.

THE ORGANIZATION:

TO Live is one of Canada's largest multi-arts organizations, operating three iconic venues: Meridian Hall (formerly the Sony Centre for the Performing Arts), the St. Lawrence Centre for the Arts and Meridian Arts Centre (formerly the Toronto Centre for the Arts). In addition, TO Live presents a full range of performing arts, theatrical and concert events at these venues in both downtown and uptown Toronto. With these two hubs of creativity and content creation, TO Live has a unique place and perspective to activate creative spaces by inspiring local and international artists, connect audiences and to be the nexus for new ideas, elevate artistic potential, and be the catalyst for creative expression that is reflective of Toronto's diversity.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@tolive.com. Please include "Light Duty Housekeeping (Part-Time)" in the subject line. No phone calls please.

TO Live thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

TO Live is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

TO Live is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: March 13, 2020

Application Deadline: March 27, 2020

Start Date: ASAP

Interviews with qualified candidate(s) will commence immediately and continue until the position is filled.