Job Description

Position Title: Porters and Housekeeping Part-time General Maintenance

Position Summary: Porters and Housekeeping Part-time General Maintenance are responsible for the janitorial cleaning of the building, property maintenance (inside and outside), small repairs, and the setup of rental spaces for customer events. May include other duties as assigned by the department manager(s).

Key Relationships:
Supervisor: Porters and Housekeeping Coordinator
Indirect: Other part-time and full-time staff as directed
External: Major suppliers of cleaning chemicals and materials

Hours:
Hours as scheduled (mornings, evenings, and weekends)
Regular overtime is required during events and snowstorms

Required Competencies:
(1) Some knowledge of cleaning and dirt extraction techniques and products
(2) Organized and detail-oriented
(3) Ability to work nights and complete physically challenging tasks
(4) OHS training (WHMIS, fall protection, back care etc.)
(5) Interpersonal skills

Key Areas of Responsibilities: Responsibilities (but not necessarily limited to)

1. Customer Service
1.1 Ensure public facilities are clean and ready for use
1.2 Ensure that all clients are acknowledged by staff
1.3 Respond to customer queries and complaints in person

2. Facility Maintenance
2.1 Complete small physical infrastructure maintenance to the facility i.e. painting, tiling, small repairs as required
2.2 Assist with snow and ice maintenance
2.3 Assist with outdoor maintenance and gardening as required
2.4 Monitor public spaces for staff and customer safety

3. Event Management
3.1 Ensure events are set up and taken down according to specifications provided by the event office and the Coordinator
3.2 Provide guidance and suggestions on how spaces can be set up to maximize the customer experience

4. Building Maintenance
5.1 Assist other staff as needed
5.2 Assist in other building projects as time and schedule permit
5.3 Ensure compliance with Zatzman Sportsplex policies and procedures

Interested candidates can apply by e-mail with a resume to scott.forward@halifax.ca on or before October 30th, 2026.