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| **Title of Position** | Skills Camp Assistant |
| **Department** | School of Trades & Technology |

**Primary Job Duties**

**Inventory No. / Job Task Details**

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc.)

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

5.01 Assist with loading/unloading of supplies and materials

**Qualifications**

* Current student of Fleming College
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs