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| **Title of Position** | Maintenance Assistant |
| **Department** | Haliburton Campus |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

3.03 Assist with preparation and organization of classroom supplies and materials

5.00 Assist with routine maintenance and cleaning tasks as required

5.01 Assist with loading/unloading of supplies and materials

5.04 Move and transport furniture, supplies and equipment as required

5.09 Collect garbage and separating recycle 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