



POSITION DESCRIPTION

Position: Student – Maintenance & Groundskeeper
Reports to: Support Services Director
Remuneration: Hourly

WHO WE ARE

Lionel Kelland Hospice is the first community based residential hospice in Newfoundland and Labrador providing end-of-life care to residents and their families with care, respect, and dignity.

Our values are the fundamental principles that guide the work of Lionel Kelland Hospice, and they apply not only to its residents and their families, but also to our staff, physicians, and volunteers. These are our values that we cherish the most in our workplace: compassion, integrity, excellence, commitment, and collaboration.

We strive to create a workplace where employees are treated with respect and compassion. By working together in a positive environment, we can ensure that the final chapter of a person's story is dignified and peaceful.

POSITION SUMMARY

Under the direction of our Support Services Director and Maintenance Technician, and in collaboration with the other members of the Hospice team, including volunteers, the Student Maintenance & Groundskeeper will be responsible for helping with the maintenance of our outdoor spaces, as well as some projects as assigned for maintenance work inside the building. There will also be a special project assigned to assist with creating a Preventative Maintenance (PM) manual for our asset management, preventative maintenance checklists, and scheduling for all of our equipment.

DUTIES AND RESPONSIBILITIES

- Mowing grass around the property.
- Cleaning, setting and taking in of patio furniture.
- Assisting with the preparation and planting of gardens (front and back).
- Assist with minor maintenance projects inside throughout the building (painting, etc.)
- Assist/create a Preventative Maintenance manual for our asset management.
- Cleaning of the parking lot

- Raking and collecting leaves and debris.
- Outside garbage collection in bins around the facility.
- Assist Maintenance Technician with various projects.
- Other duties as required.

Qualifications:

- Post-secondary student who will be returning to a post-secondary university or college in the fall.
- Prior experience in groundskeeping work such as lawn mowing, gardening, etc.
- Prior knowledge and experience of preventative maintenance for asset management.
- Is between the ages of 17 and 30 years of age (inclusive) at the start of employment
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protections Act, S.C. 2001, c. 27 and is legally entitled to work according to the provincial legislation and regulations.
- Excellent communication skills, both verbally and written.
- Excellent organizational and workplace skills.
- Valid driver's licence with access to personal vehicle would be considered an asset.

Other Skills and Abilities:

- A strong sense of dedication to the mission, values, and goals of Lionel Kelland Hospice and be a dedicated staff team member.
- Ability to handle difficult situations in a caring, empathetic manner with good judgement.
- Effective and respectful communication with staff and volunteers.
- Tact and discretion in dealing with and handling confidential information.
- Positive attitude and a willingness to "go the extra mile" when delivering quality service and building positive work environment.

Standards of Performance:

- The Student Maintenance & Groundskeeper must demonstrate ongoing competency and a commitment to continuous quality improvement in completing all duties and responsibilities as detailed in this job description, in accordance with all Hospice policies and approved plans.