



## JCCC JOB POSTING – MARCH 2022

Job Title: Weekend Day Porter (8AM to 4PM)

Job Title: Weekend Night Porter (3PM to 11PM)

Be part of one of the largest and most vibrant Japanese cultural centres in the world. This is your chance to be part of a diverse team dedicated to the spirit of our motto, “Friendship through Culture.”

The JCCC is looking for permanent part-time Day Porter (8AM to 4PM) and Night Porter (3PM to 11PM) for Saturday and/or Sunday. Routine duties are related to the maintenance of the building and its grounds (supervised/unsupervised). May occasionally require extra hours after 11PM to clean up and/or complete the set up for the next morning.

### Responsibilities include:

- Open and check the building at 8AM (Day Porter) or secure and close the building at 11PM (Night Porter).
- Event set up/breakdown (includes moving, stacking, setting up chairs, tables, and stage decks, moving small pieces of furniture, etc.)
- Walkway maintenance (snow/leaf removal)
- Some custodial services (removing garbage, cleaning the floor and furniture, etc.).

### Skills required:

- Excellent organizational skills
- Ability to work under pressure and adapt to changing priorities in order to meet deadlines
- Self-starter with good interpersonal skills
- Good communication skills (written and oral). Good problem solving skills
- The job involves 90% physical work and a lot of walking, standing, and moderate to heavy lifting (16-50lbs)
- Basic Audio Visual setup knowledge is a strong asset, but not compulsory.

Employment is contingent upon three mandatory stipulations:

1. Proof of employment eligibility in Canada (valid SIN number)
2. Compliance to JCCC Vaccination Policy (as found at [jccc.on.ca](http://jccc.on.ca))
3. Employee agrees to undergo Vulnerable Sector Screening Check

Please send your application to [hr@jccc.on.ca](mailto:hr@jccc.on.ca) and mention if you are applying for the Day Porter (Saturday or/and Sunday) or Night Porter (Saturday and/or Sunday) position.

Please refer to job posting #4223

While we appreciate your interest, please note that only qualified candidates will be contacted.