



## Positions Required at the JCCC – Porters

### **Weekend and Evening Porters** (multiple positions)

Job posting #4232

Join the team of the largest Japanese cultural organization outside of Japan!

The JCCC is looking for part-time Porters (3pm to 11pm) for Evenings and Weekend Days and/or Evenings. Job 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.

Key Responsibilities include

- 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.)
- Close the building at 11pm.

The successful applicant will have excellent organizational and communication skills, as well as being a self-starter.

Applicants with the ability to work under pressure and adapt to changing priorities in order to meet deadlines will thrive in this position. Good interpersonal skills and problem-solving skills are an asset. Basic Audio-Visual setup knowledge is a strong asset, but not compulsory. The position is best suited for someone who enjoys physical work (90%) and a lot of walking, standing, and moderate to heavy lifting (16-50lbs).

Please send your application to [hr@jccc.on.ca](mailto:hr@jccc.on.ca) and mention that you are applying for the Porter position. Please indicate your Days and Hours of availability.

The positions are located at the JCCC, 6 Sakura Way, Toronto, ON M3C 1Z5

Please refer to Job Posting #4232

While we appreciate your interest, please note that only qualified candidates will be contacted. For more information about this Job Posting, please visit <https://jccc.on.ca/about/careers>.