

SUMMER POSITION

MOUNT ST. FRANCIS RETREAT CENTRE COCHRANE, ALBERTA

(Temporary Contract: May 1 – August 30, 2024; 40 hours a week)

Summary description: This Summer Position primarily attends to groundskeeping, minor repairs and maintenance and setting up and cleaning up of various events. This position reports directly to the Franciscan Local Minister and works closely with the Maintenance Manager.

Specific duties include:

Groundskeeping:

- Maintaining lawns by mowing, trimming and edging
- Pruning, trimming plants and trees
- Raking leaves, cleaning debris, performing general clean-up of landscaping area
- Working with crew in maintaining trails
- Operating landscaping equipment such as riding mowers, trimmers, chainsaws

Repairs and Maintenance:

- Performing routine and preventative maintenance, e.g. painting, repair fences, posts, outdoor benches, moving furniture as needed

Set up and Clean up:

- Performing routine custodial and cleaning duties of the outdoor grounds and indoor facility
- Performing particular duties for the 75th anniversary celebration in August

Job Requirements:

- Ability to work both under general supervision and independently
- Take pride in your work
- Have sufficient stamina and strength to do the requirements of the position
- Have steel toe safety boots
- Ability to work some evenings and weekends as required
- Have reliable transportation to work
- Have a full class five driver's license

The preferred candidate is a post-secondary student

Salary: \$17.80 hour, less required payroll deductions

Please submit your resume and cover letter by April 5th to: [**mstfapplications@gmail.com**](mailto:mstfapplications@gmail.com)