



**North Kildonan Community Centre  
Career Opportunity  
Caretaker**

North Kildonan Community Centre has an exciting opportunity to join our team as a Caretaker. We are seeking a motivated and dependable individual to support the smooth, effective and efficient operation of our facility. This role plays a key part in ensuring the Community Centre remains a clean, safe, and welcoming environment for all users. The successful candidate will report directly to the Vice President of the Board of Directors. The anticipated start date is early September 2026.

**Responsibilities:**

- Provide general upkeep, cleaning and maintenance of the Community Centre buildings, grounds and equipment.
- Prepare and maintain outdoor hockey rink surfaces during the winter.
- Assist with setting up the building for meetings and special events.
- Assist with preparing and storing sports equipment.
- Assist with showing the Community Centre for bookings.
- Assist in operating the canteen, including food handling and cashier duties.
- Other duties as assigned by the Board of Directors.

**Qualifications:**

- Grade 12 or equivalent level of education and experience.
- General knowledge of how to maintain and operate heavy equipment.
- Experience in making and maintaining outdoor ice rinks an asset.
- Must be punctual and able to work unsupervised.
- Able to multi-task.
- Proven teamwork skills.
- Able to understand and follow safety procedures.
- Knowledge of cleaning supplies, effectiveness, safe use and storage.
- Able to work outdoors in extreme cold and heat
- Able to lift 50 lbs (22 kgs).
- Able to stand, crouch, and kneel for extended periods of time.
- Employment is subject to a clear Child Abuse Registry check and police record check.

**Job Type:**

- Seasonal role
- Hours are primarily daytime. Evening, weekend, and split-shift availability may be required.
- Wage: Compensation will be discussed with candidates selected for further consideration.

NKCC is an equal opportunity employer. Indigenous persons, women, visible minorities and persons with a disability are encouraged to self-declare.

Please submit your current resume and salary expectations along with the names and contact information of two references to [NorthKildonanVicePresident@gmail.com](mailto:NorthKildonanVicePresident@gmail.com). This job posting will remain open until the position is filled. We thank all interested individuals, however, only candidates selected for an interview will be contacted.