

# The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



## Job Title: Facilities Maintenance Intern

### About us

The Council of Islamic Guidance is seeking a Facilities Maintenance Intern to join our team. This is an excellent opportunity for a dedicated individual to gain practical, hands-on experience in facilities maintenance within a religious setting.

### Key Responsibilities

1. Perform maintenance and repairs related to buildings, grounds, and equipment, including electrical, plumbing, painting, and grounds-keeping tasks.
2. Establish, monitor, and execute preventative maintenance procedures and schedules for buildings, equipment, and grounds to ensure adherence to safety, security, and fire regulations and policies.
3. Conduct carpentry, electrical, painting, mechanical, and plumbing maintenance and repairs, such as furniture repair, shelf construction, switch installation, plug replacement, basic appliance repairs, paint application, drywall repair, equipment disassembly and reassembly, sink and toilet replacement, and linoleum application.
4. Collect and remove garbage and recyclable materials, ensuring the safe disposal of hazardous waste.
5. Clean external areas such as entranceways, sidewalks, and parking lots using manual and power brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow, and other refuse.
6. Carry out minor gardening and lawn maintenance tasks such as mowing, weeding, pruning, and watering.
7. Complete and maintain related records such as maintenance logs and security incident reports.
8. Transport equipment, furniture, and supplies manually and/or using aids such as dollies and carts. Operate a motor vehicle to pick up and move goods and supplies. Arrange furniture for special events.
9. Perform other related duties as required.

### Qualifications

1. Currently enrolled in or a recent graduate of a vocational school, technical program, or related field.
2. Demonstrated interest in facilities maintenance.
3. Basic knowledge of various maintenance and repair techniques.

4. Strong organizational and planning skills.
5. Ability to work independently and as part of a team.
6. Physical stamina and the ability to lift heavy items.
7. Valid driver's license.

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

### **How to Apply**

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.