



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

PortsToronto has the following opportunity awaiting you:

MARINA BUILDING ATTENDANT

Seasonal Position May - November 2025

POSITION OVERVIEW

The Building Attendant ensures the Outer Harbour Marina facilities are clean, safe, and well-maintained. This position involves a variety of tasks, including cleaning, minor maintenance, and assisting visitors.

The Building Attendant is responsible for creating a positive experience for all Marina guests by maintaining the highest standards of service and hospitality.

Note: *This is a Union represented position belonging to CUPE Local 416*

DUTIES AND RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Interacting with the public in a tactful and courteous manner.
- Daily general cleaning and maintenance of exterior building and car park areas.
- Daily general cleaning (vacuuming, dusting, polishing, and mopping) of floors, office furniture and washrooms in the building including the removal and storage of garbage and recycling materials.
- Daily kitchen clean up (microwave, refrigerator, toaster over, floor etc.).
- Daily stocking of supplies as needed.
- Floor cleaning, stripping and polishing.

- Set-up and relocation of office furniture (office moves).
- Delivery of cartons of material to offices, store merchandise.
- Conduct monthly workplace inspections including fire extinguishers, emergency lighting, AED's etc.
- Conduct regular check of mechanical equipment, heating, air conditioning, etc.
- Notify Marina Manager of any unusual events and be prepared to contact appropriate authorities (i.e. fire department, police, etc.) in the event of emergencies.
- Perform outdoor seasonal duties such as general garden maintenance (lawn, flower beds, weed trimming and grass cutting).
- Water office plants.
- Weekly detailed cleaning per set schedule.
- Must comply with all PortsToronto policies and procedures including Health and Safety policies, SOPs, procedures, and legislated requirements.
- Must wear designated safety equipment/PPE as required.
- Any other duties that may be assigned by PortsToronto.

ABILITIES and QUALIFICATIONS:

- Completion of Grade 10 or equivalent.
- Building cleaning experience.
- General knowledge of mechanical installations.
- Valid Ontario Class "G" Driver's License in good standing.
- Must have safe working habits.
- Must be able to exercise good judgement.
- Physically fit to perform office cleaning and maintenance work.
- Able to work independently with little or no supervision in a position of trust.
- Strong work ethic, reliability and willingness to learn.
- Mechanical aptitude.
- Clear oral and written English communication skills ensuring accuracy, understanding, and execution of work instructions.
- Able to lift up to 25 Kgs (50 Lbs.) floor to waist.
- Able to swim or tread water for a minimum of two minutes.

CONDITIONS:

- Criminal record check will be conducted on hire.
- Annual Driver's License validity check, as applicable.
- Flexibility to work extended hours or weekends.

HOURS OF WORK: Scheduled for 7 1/2 hours per day, Monday to Friday, between 7:00 a.m. to 6:00 p.m.

COMPENSATION: \$31.23/hour

CONTRACT DATES: May – November 21, 2025

LOCATION: Outer Harbour Marina - 475 Unwin Avenue, Toronto.

Must have own transportation. There is no access by public transportation to this location.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com.

In the subject line, please quote: **MARINA BUILDING ATTENDANT – SEASONAL/CASUAL**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.

To learn more about the Toronto Port Authority operating as PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com