

Windy Pine Summer Custodial Position

Seasonal position Summer 2023



Part-time opportunity with time and facilities for quiet research and writing.

The Windy Pine committee in the School for the Study of Canada at Trent University is looking to hire an individual in the Trent Community for a short-term position in 2023. Preference will be given to graduate students in the School for the Study of Canada, or students in related programs, doing research based in Haliburton, depending upon other qualifications, though members of the broader community are welcome to apply. Job share applications would also be considered.

Start Date: mid / end of May 2023 (negotiable)

End Date: September 1, 2023

Job Location: north of Minden, at the Windy Pine Conference Centre on Kushog Lake. Private accommodation with cooking facilities is provided for the term of employment. Must have own transportation to job location, and for local travel.

Duties to include

- Caretaking of a rustic 24 acre conference centre complete with six cabins
- Coordinating guest requests and assisting group coordinators
- Orienting guests, monitoring and enforcing safety standards (Covid protocols, water, fire, plumbing, etc)
- Liaison with students and faculty engaged in Community Based Research Projects as required.
- Preparation of facilities for guests – to include spring start up and weekly cabin cleaning **usually Sunday midday**, though varies depending on bookings
- Basic maintenance of buildings and grounds (painting, brush clearing)
- Liaison with external contractors, and assistance with projects as required
- Maintain a log of duties completed & submit updates to department.
- Liaison with faculty, staff and students with CBE projects as required
- May include forestry technician duties depending upon candidate interest and aptitude
- Custodian must be onsite when non-Trent guests are staying on the property, though full time residency is preferred
- Other duties as assigned

Qualifications: WHMIS certificate and Trent Employee Health & Safety Training already completed an asset as well as First Responder, or Life Saving certification (First Responder training may be provided depending upon applications received). Experience in caretaking duties, basic maintenance skills and knowledge of tools required. Demonstrated ability to work independently and as part of a team, following written and verbal instructions under supervision the Administrative Assistant for the School and the Windy Pine Committee. Demonstrated attention to detail, and ability to meet project deadlines. High standards of domestic cleanliness. Ability to lift materials as required for related tasks. Job involves moderate to high level of physical labour. Comfortable working in isolated conditions. Must have a valid driver's license and access to vehicle, as work location is remote.

Conditions of work: Physical: Weather; Insects – potential exposure to insects (deer flies, mosquitoes, ticks); Risk for personal injury. Location: remote, need for own transportation.

Remuneration: Anticipated total hours of employment 15-25 hours per week. Rate of pay \$22 / hour, subject to budgetary approval.

For more detailed information about this unique employment opportunity, please contact:

Jeannine Crowe, School for the Study of Canada - Undergraduate, Trent University 705 748 1817

(canadianstudies@trentu.ca). Applications (letter of interest and current CV) should be forwarded to (castjobs@trentu.ca) by **February 28, 2023**.