



Facility Steward – Canadian Opera Company Head Office – Full-time

The Canadian Opera Company (COC) is now accepting applications for a full-time Facility Steward. Acting as a good communicator and reliable support for the Building Services Team, the position is responsible for checking all building areas, receiving deliveries, moving and setting furniture and providing preventative maintenance and basic repairs.

KEY RESPONSIBILITIES

- Monitoring alarm systems and responding to fire, intrusion and door alarms
- Card access / key control and camera monitoring
- Sprinkler pressure and HVAC temperature monitoring
- Opening and securing building, responding to emergencies
- Tenant relations
- Checking Company calendar and emails to proactively plan activities
- Ensuring all outside and inside areas are clean, functional and free of hazards
- Snow and ice removal with tractor and manually
- Various building-related tasks as directed, including moving and setting furniture, signage maintenance
- Minor repairs and maintenance utilizing such skills as painting and caulking
- Receiving and transporting deliveries to appropriate locations
- Responding to radio calls, assist other departments as required

KEY REQUIREMENTS

- Proof of CoVid double vaccination, Police clearance check
- General knowledge of commercial building operations, equipment and materials
- Some mechanical aptitude
- Initiative and the ability to work unsupervised
- Ability to communicate diplomatically and work cooperatively in a diverse team environment
- Ability to lift up to 20kg
- Ability to identify and resolve problems and negotiate resolutions
- Basic computer skills

WORK ENVIRONMENT

- Professional and artistic
- Morning shifts and evening shifts including weekends and holidays shifts as required
- Working inside and outside in all weather conditions
- Proactively identify, manage and mitigate hazards to reduce risks
- Execute duties at all times in a manner consistent with safe working practices, building and fire safety codes, Occupational Health & Safety Act and in accordance with department policies and procedures including all Covid-19 protocols

ABOUT THE CANADIAN OPERA COMPANY

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. General Director Perryn Leech joined the company in 2021, forming a leadership team

with Music Director Johannes Debus and Deputy General Director Christie Darville. The COC enjoys a loyal audience including a dedicated base of subscribers, and has an international reputation for artistic excellence and creative innovation. Its diverse repertoire includes new commissions and productions, local and international collaborations with leading opera companies and festivals, and attracts the world's foremost Canadian and international artists. The COC Academy is an incubator for the future of the art form, nurturing Canada's new wave of opera creators with customized training and support. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. For more information, visit coc.ca

APPLICATION PROCESS

Interested applicants are invited to submit their resume and cover letter via e-mail no later than July 31, 2022 to:

KimHB@coc.ca

As Canada's largest opera company, the COC deeply values equity and diversity across all levels of the organization and believes in fostering an inclusive, discrimination-free environment that fully supports our team's personal and collective success. We are committed to building a workforce that reflects our community, our city, and our country and, in turn, the COC welcomes applicants from all backgrounds and abilities who share and embrace these values of anti-racism and inclusion.

The COC is committed to providing accommodations for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

The Canadian Opera Company thanks all applicants in advance, however, only those considered for an interview will be contacted. No phone calls or agencies please.

Date Posted: July 11, 2022