Facility Assistant
(24 Hours/Week, Permanent)

Who We are:
Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

What We are Looking For:
We are currently recruiting for a Facility Assistant to join our team for a part-time position. This role is responsible for maintaining the organization's facilities across all Langs sites, including overseeing cleaning, making basic repairs, caring for grounds and outdoor areas, and supporting the work of service contractors.

A successful candidate in this role would have

- Grade 12 education with experience in general maintenance and repairs
- 1 year of experience in facility maintenance, custodial work, or a related area
- Previous experience in a health and/or community setting is an asset
- Occupational Health and Safety Certification an asset
- Outstanding customer service and communication skills
- Strong interpersonal, conflict resolution and problem-solving skills
- Ability to work as part of a team and independently with direction
- Ability to manage multiple priorities, with excellent time management and organizational skills
- Flexibility and adaptability to changing priorities
- Detail-oriented with commitment to accuracy and quality
- Class F license, or willingness to obtain within 6 months of hire; clear driving record
- Reliable access to a vehicle; travel between Langs sites is an expectation of this position

In this role you will be expected to complete the following tasks

- Works under the day-to-day direction of the Facility and Maintenance Technician, who assigns, prioritizes and oversees the Facility Assistant's work
- Receives work orders for maintenance requests at all locations and completes assigned tasks directly, or coordinates them with the Facility and Maintenance Technician, in the appropriate timeframe
- Works alongside partners, vendors and contractors on site as needed; the Facility and Maintenance Technician remains the main liaison for partners, vendors and service contracts
- Supports the Facility and Maintenance Technician with quotes, service calls and contractor follow-up as requested
- Flags issues with contracted services (e.g., cleaning company, lawn care) to the Facility and Maintenance Technician
- Updates the Excel log sheet for maintenance repairs – i.e., logs work orders and updates as required
- Supports the facility yearly maintenance schedule for the Main Site, YTC, North Dumfries and RCC
- Orders cleaning supplies and maintains inventory of supplies, adjusting supplies for best value
- Assists with key replacements and locks for the organization
- Looks after the grounds and outdoor areas at all Langs sites – cleaning up debris, sweeping and general upkeep – in partnership with our landscaping and building maintenance vendors
- Supports snow removal by shoveling and salting entrances and walkways, and keeps entrances safe and clear when snow removal contractors are not on site
- Assists with the repairs and maintenance of the organization's vans, including licensing requirements and CVOR renewals
- Assists with IT set up for new staff and office set up
- Assists with maintaining major systems that ensure facilities operate safely, efficiently and effectively, such as the boiler system, water softener, HVAC units and outdoor sign
- Follows up on health and safety needs identified in monthly inspections for all sites
- Assists with spill cleanup and maintains spill kits when needed at the main site
- Assists with any facility emergency at any of the Langs locations
- Provides coverage for facility duties when the Facility and Maintenance Technician is away
- To drive the Langs van for occasional program outings

What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.
Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

The successful candidate would be eligible for the following benefits:

- Starting Salary of $21.83 to $23.52 per hour
- 3 Weeks paid vacation, with an increase to 4 weeks after 1 year of employment
- 15 Sick/Personal Days per year
- 10 Professional Development days per year
- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Extended Health and Dental Care Plan including a $1000 Healthcare Spending Account $ 500 Lifestyle Spending Account.

Candidates are required to submit detailed cover letter along with their resume by November 6, 2026
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.
This job posting is for an existing or expected vacancy within our organization.

Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5
Email: hr@langs.org