

Kitchen Maintenance Attendant (Part-time/Casual)

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston community features, amenities and The Hub facility will continue to be both esthetically pleasing and conveniently available for the long-term use of its residents.

Position Summary: The Livingston Homeowners Association is seeking a reliable, detail-oriented Kitchen Maintenance Attendant to join our team on a part-time/casual basis. This role is responsible for setting up dishware for facility rentals, performing dishwashing duties post-event, and conducting weekly deep cleaning to maintain high standards of kitchen hygiene and sanitation.

Reports to: Rental & Events Coordinator

Responsibilities:

- Prepare, inspect, and arrange plate settings and cutlery for rental events based on specific booking requirements.
- Sanitize, wash, and safely store all facility-owned dishes, cutlery, and kitchenware the day following a rental event.
- Perform a thorough weekly deep clean of the entire kitchen area, including:
 - Cleaning and sanitizing all major appliances (fridge, freezer, cooler, oven, stove, and microwave).
 - Sanitizing countertops, prep surfaces, and the dishwashing station.
 - Sweeping, mopping, and degreasing kitchen floors.
- Report any damaged dishware, low cleaning supplies, or equipment maintenance issues promptly to management.

Qualifications:

- Knowledge of standard kitchen sanitation, hygiene, and food safety protocols.
- Ability to work independently with minimal supervision.
- Strong attention to detail and thoroughness in cleaning standards.
- Flexible availability, including weekends or mornings following scheduled rental events.
- Physical capability to lift medium-sized loads (stacks of dishes, cleaning equipment) and stand for extended periods.
- Successful completion of a criminal record check

Assets:

- Knowledge of the Livingston community.
- Experience working in a nonprofit, community association, or HOA setting.
- Current Standard First Aid with CPR Certificate.

Why Join Us?

- Flexible hours
- Collaborative, supportive team environment
- Meaningful work that strengthens community connections
- Supportive team environment

Compensation: Compensation to commensurate with experience. This is a part-time/casual position with schedule flexibility with evenings and weekends required based on rental bookings/requirements. Cleaning supplies are provided.

Interested applicants are invited to forward their cover letter and resume to resumes@livingstonhub.ca. We appreciate all interested parties, only successful applicants will be contacted.