



**Position Title:** Facilities and Hospitality Services Supervisor  
**Reports to:** CEO  
**Remuneration:** \$26-\$30/ hour, Permanent, Full time, Monday through Friday 8am-4pm; on-call availability

### **About Us**

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and as meaningful as possible at the end of life. Our hospice residence is a 10-bed facility, where individuals and their families receive personalized and dignified end-of-life-care.

### **Primary Function of Position**

Reporting to the CEO, the primary role of this full-time position is for the operation, maintenance, service, and repair of the facilities, grounds, equipment and furnishings. The Facilities and Hospitality Services Supervisor is also responsible for supervising Food Services and Housekeeping teams. They must be capable of performing general trade related tasks and repairs in accordance with industry standards and practices, such as basic carpentry, painting, plumbing, and drywall repairs as assigned. They are also responsible for participating in the preventative maintenance program, handling service requests and other work orders as assigned.

In partnership with other hospice staff, this position ensures the maintenance of a healthy, safe, clean and attractive environment for patients and their families. In rare instances, some weekend or overtime work may be required.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, all members of the team must be committed to fostering a safe working environment where all members experience an authentic sense of inclusion and belonging.

### **Duties and Responsibilities:**

- Perform general hands-on building maintenance including painting, drywall and other repairs, basic plumbing, floor cleaning, bed lubrication and patient requests
- Maintain preventative and corrective maintenance program for Hospice Halifax that consists of regular checks and tests, inspections and service of equipment and all major systems (HVAC, water, generator, refrigeration, security, nurse call systems)

- Maintain appropriate documentation and records to track and maintain equipment status properly
- Make recommendations for external maintenance contract work for repairs beyond the internal scope
- Coordinator oversee contractors as work is completed onsite
- Responsible for day-to-day outdoor upkeep and maintenance, including light shovelling, salting, cleaning pathways and walkways
- Monitor and maintain all emergency equipment (lights, alarms, smoke detectors and generator.)
- Supervise Food Services and Housekeeping Staff, including hiring, training, scheduling, performance management and conflict resolution
- Administer the operating budget for building services; prepares purchase orders, verifies and approves invoices for payment
- Assist the housekeeping team with specific tasks as requested (floor-scrubber, windows, moving furniture, etc.)
- Responsible for hospice van and coordinating its maintenance and inspections
- Scheduled visits to the Compassionate Closet (Lower Sackville) at least once a month and as needed
- Maintain maintenance inventory and requisition parts and supplies as needed
- Return repaired areas and tools to a clean state
- Actively promote facility safety programs and procedures, conduct routine and follow-up inspections to determine compliance with Occupational Health and Safety rules and regulations, chemical and general safety standards; submit reports and make recommendations and/or take appropriate action to minimize potential safety, health and environmental risks
- Additional duties as required

### **Qualifications and Experience**

- Grade 12 education or equivalent
- Minimum 3 years' experience providing maintenance services; experience in a long term care facility or group home setting an asset
- Experience with minor maintenance work and repairs required
- Experience in general lawn & garden maintenance required
- Experience with major building systems (e.g. heating, plumbing, refrigeration, auxiliary power, security, etc.) an asset
- Familiarity with electrical, mechanical and plumbing systems an asset
- Display adequate computer skills; assist with program TV's and understanding lighting systems
- Strong organizational skills
- Proven resourcefulness and excellent problem-solving skills
- Prioritize workflow based on most urgent need
- Proven ability to work independently with a minimum of supervision and to participate as a fully cooperative team member

- Good communication and interpersonal skills with a warm, compassionate and caring attitude
- Ability to follow written and/or oral instructions
- Knowledge of Occupational Health and Safety regulations
- Mature, responsible individual with a strong desire to support the work of Hospice Halifax and become a dedicated staff team member
- Physically able to perform the duties of the position and operate related equipment
- Ability to respond to emergency situations as required

### **Additional Requirements of the Position**

- Provides maintenance services in a caring and sensitive manner, respecting the privacy and dignity of patients and loved ones
- Accommodates any reasonable request involving maintenance
- Creates and maintains a physical environment that contributes to the safety, comfort and quality of life for people in care and their loved ones
- Maintains positive patient/guest/team interactions by building a welcoming, helpful environment
- Follows all Hospice policies and maintains confidentiality of patient/family and Hospice information
- Valid license and clean driving record
- Adhere to quality expectations and standards
- Speak with others using clear and professional language
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and heavier lifting or movement tasks with assistance
- Move up and down stairs and/or ladders
- Reach overhead and below the knees, including bending, twisting, pulling, and stooping
- Enter and locate work-related information using computers
- Participates in Hospice fundraising activities
- Positively represents Hospice to the community
- Helps out in other areas of the Hospice residence as needed

### **How to Apply**

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

Please forward a cover letter and resume to [careers@hospicehalifax.ca](mailto:careers@hospicehalifax.ca) and reference "Facilities2023" in the subject line of the email.

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.