

# Sadleir House Assistant Porter [OWSP]

The successful candidate will be OWSP eligible and be responsible for assisting with the general custodianship and upkeep of Sadleir House and its grounds under the direction of the Steward & Convenor, including responding to needs of student groups and coordinating volunteers. All Sadleir House employees are expected to aid with day-to-day operations of the facility

#### Particular Tasks May Include:

- General Maintenance and basic janitorial duties;
- Basic office and reception duties;
- Some assistance with special events as required

#### Eligibility:

- › Must be OWSP eligible;
- › SmartServe training an asset but will be provided for those without;
- › Web Page design skills an asset but not required;

**Term: September 2006 - April 2006**

**Application Deadline: Monday September 18th, 2006 by 5:00pm**

**Wage: \$7.75 per hour for 10 hours per week**

**Please Submit Resume, Cover Letter, and the Names of two References to:**

Dwayne Collins, Steward  
Sadleir House  
751 George St. N.  
Peterborough, ON  
K9H 3T2

We appreciate all applications, but only those selected for an interview will be contacted.

