



### JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

#### JOB TITLE: GARDEN SHOW SUPERINTENDENT

**Company:** Canadian National Exhibition (CNE)

**Type of Role:** Temporary

**Location:** Toronto

**Deadline to apply:** ASAP

**About:** The CNE, often affectionately referred to as The Ex, is Canada's largest community event and one of the top ten agricultural fairs in North America. With something for everyone, our event offers a wide variety of attractions and interactive entertainment experiences including: concerts, midway rides and games, shopping, exhibits, tech and gaming hubs, food and wacky treats!

**Here is what you will do:**

- The arrangement and supervision of the garden show area, including the move-in of various displays and retail booths. (Includes: adhering to a provided floorplan, arranging stanchions/tables/chairs as needed, sweeping/tidying as needed.)
- Coordinating with the Exhibit Sales team regarding retail booths.
- If issues arise, calling for electrical, plumbing, cleaning staff, etc.
- Assisting with rotating horticulture competitions, as needed by the Horticulture Competition Coordinator. New shows move in/out every 2-3 days. (Includes: providing exhibitors with carts for plants, moving tables, sweeping/tidying as needed.)
- Adhering to emergency/fire protocols.
- Opening/closing the building everyday during the CNE. Liaise with Security as needed.



## EMPLOYMENT TRAINING PROGRAM

---

- Maintaining the garden show area during the CNE.
- Customer service to the public during the CNE. (Includes: answering general questions, providing directions, taking feedback or complaints.)
- Working closely with the other Garden Superintendent and the Horticulture Competition Coordinator.
- Supervising two Garden Show Attendants.

### **Responsibilities:**

- Assisting with the physical set up and layout of the Garden Show area
- Following a floor plan to lay out a physical area
- Putting up fencing, stanchions, carpeting, tables, etc.
- Sweeping and tidying as necessary
- Maintaining the Garden Show area during the Fair
- Watering plants and maintaining garden displays
- Setting up and wrapping up tables for rotating horticulture competitions
- Sweeping and tidying as necessary
- Closing the area at the end of every day: escorting patrons to exits, locking doors, and ensuring no one else enters after closing
- Customer Service during the Fair – answering questions and providing assistance as necessary
- Providing directions
- Answering questions about the Garden Show and the Fair in general
- Providing exhibitors with carts for plants
- Taking feedback or complaints

### **Application Process:**

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca), with the title of the job in the subject line. Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.



## EMPLOYMENT TRAINING PROGRAM

---

### FOR MORE INFORMATION

Please direct any questions to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca)

For more information about Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca)

**We look forward to hearing from you!**