



Western Development Museum  
Saskatoon

2610 Lorne Avenue  
Saskatoon, SK S7J 0S6

**P:** 306-931-1910  
**W:** wdm.ca

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**WESTERN DEVELOPMENT MUSEUM - SASKATOON**  
is now accepting applications for the following position

## **Rentals/Building Custodian Assistant**

The Western Development Museum (WDM) - Saskatoon is accepting applications for a part-time Rentals/Building Custodian Assistant. Under the direction of the Rentals Supervisor, the Rentals/Building Custodian Assistant is responsible for the successful set-up and reset of events, basic A/V, custodial services and general labour duties.

- Provide quality custodial care and housekeeping of the facility
- Providing excellent customer service to museum patrons, volunteers, clients and co-workers
- Assist other staff and departments as needed
- Always be visible, professional, helpful and proactive
- General duties as assigned in pursuit of the results of the job

The successful candidate will be experienced in the following:

- a) Knowledge of venue safety standards and procedures
- b) Willing to work long hours and non-traditional shifts while on feet for long periods of time
- c) Must be able to work in a physical labour environment
- d) Willingness to complete forklift, scissor lift and Fall Protection training
- e) First Aid and CPR certificate preferred
- f) Class 5 Saskatchewan driver's license
- g) Must have own reliable transportation to and from the work place

The detailed job description outlining required skills, qualifications, and hours of work is attached.

If you're interested in joining our team, please send a resume and cover letter showing how you meet the requirements of this position.

**Applications must be received by March 15, 2019.**

Please send your application to:  
Selection Committee  
WDM Saskatoon  
2610 Lorne Avenue  
Saskatoon, SK S7J 0S6  
Email: [saskatoon@wdm.ca](mailto:saskatoon@wdm.ca)

*We thank everyone interested in this position but will only be contacting selected applicants.*



## Rentals/Building Custodian Assistant Job Description

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<b>Employment Status:</b>	Part time - 20 -30 hours per week
<b>Pay Scale:</b>	\$13.50/hour to start
<b>Location:</b>	WDM Saskatoon

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The Rentals/Building Custodian Assistant reports directly to the Rentals Supervisor - WDM Saskatoon with shared reporting responsibilities to the WDM Saskatoon Manager and the WDM Saskatoon Food Services Manager. The Rentals/Building Custodian Assistant is responsible for providing custodial, banquet, general repair and maintenance services to the Museum and catering halls. Such services would include set up and take down of rental facilities, washroom clean up, reacting to and delivering exceptional customer service to banquet clients as well as undertaking some light maintenance and repair duties.

### RESPONSIBILITIES

#### 1. Custodial Services

- Maintain a clean, healthy environment, providing quality custodial care and housekeeping of the facility
- Provide some maintenance of the facility including routine and preventative maintenance, painting, general repairs, grounds care (snow removal)
- Vacuuming and buffing floors, shampooing carpets. Clean rugs, carpets, using vacuum cleaners and/or shampooers
- Clean rooms, hallways, lobbies, restrooms, corridors, exhibit galleries and other work areas so that health standards are met.
- Sweep, scrub, wax, and/or polish floors, using brooms & mops
- Dust and polish furniture and equipment
- Clean windows, glass partitions, and mirrors
- Clean and monitor all washroom facilities
- Fill all bathroom dispensers
- Dust sills, heat registers, shelves, furniture, and countertops
- Empty wastebaskets and take garbage and recycling to exterior bins
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
- Report damage of broken items and equipment
- Attend to emergency clean up situations
- Snow clearing as required
- Monitor, restock, and report on cleaning supply inventory

## **2. Banquet/Special Event**

- Set up rental hall according to client requirements
- Chair, table and skirting set up and take down
- Set up and take down of audio-visual equipment
- Operation of facility sound system
- Respond to last minute function changes and alterations
- Work with other staff as needed for the preparation of the facility for special events
- Set-up and take-down for meetings and events (tables, chairs, audio-visual equipment, sound system)
- Follow directions given by Rentals Coordinator

## **3. Other Responsibilities**

- Museum opening and closing duties, maintaining building security
- Occasional assistance with exhibition set-up
- Follow established procedures and policies
- Additional responsibilities may be assigned from time to time depending upon the needs of the organization

## **RELATIONSHIPS**

The Rentals/Building Custodian Assistant must enjoy interacting in a positive and professional manner with the public, banquet clients, Event Planners, Entertainers, Museum members, Volunteers and fellow staff members.

Promote a fun, positive, safe and inclusive atmosphere with Museum patrons, members, volunteers and co-workers.

## **SUPERVISION and MENTORSHIP RESPONSIBILITIES**

The Rentals/Building Custodian Assistant has no supervisory responsibilities.

## **EXPECTED OUTCOMES**

- The Rentals/Building Custodian Assistant shall observe security procedures while working in the building, helping ensure the safety, security, and well-being of the facilities, facilities' contents, staff and patrons.
- Support with overall risk management - locating, correcting and/or reporting threats of all kinds to the organization.
- Deliver extraordinary customer service to WDM patrons and coworkers
- Maintain a safe and efficient workplace for all personnel

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- Set up of program and rental spaces which may include lifting and moving of tables, chairs, risers, stages, tents, barricades, signage and other special event equipment and props
- Occasional work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects
- Extensive, lifting, bending, walking, and standing
- Occasional exposure to dust
- Position requires ability to lift and/or move up to 23 kg (50 lbs) pounds and occasionally lift and/or move up to 45 kg (100 lbs) with assistance
- Evening and weekend work will be required and scheduled as needed
- Must have dependable transportation to get to and from the workplace at all hours

## **KNOWLEDGE/SKILLS**

- Prior custodial/housekeeping experience
- Knowledge of banquet, catering, tradeshow and other special event logistics and requirements
- Insure layouts are carried out and executed accurately for client
- Perform labour related work based on client and event needs with the upmost attention to detail
- Strong customer service and communication skills
- Demonstrated ability to work independently as well as a member of a team
- Ability to develop and maintain effective working relationships with other employees, the public, banquet clients, Event Planners, Entertainers, Museum members, volunteers and fellow staff members
- Attention to detail and the ability to notice what must be done
- Demonstrated organizational skills, effective at multi-tasking and balancing multiple priorities
- Basic operation and understanding of aerial and forklift equipment
- Basic operation and understanding of housekeeping equipment such as floor cleaning machines
- Ability to safely operate housekeeping equipment
- Valid Saskatchewan Class 5 driver's license
- Able to encourage a fun, positive and inclusive atmosphere
- Willingness to undertake First Aid and CPR training
- Valid criminal record check
- High school education or equivalent required with at least two years of relevant work experience