



Western Development Museum
Saskatoon

2610 Lorne Avenue
Saskatoon, SK S7J 0S6

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

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

Overnight Rentals Custodian

The Western Development Museum (WDM) - Saskatoon is accepting applications for a part-time Overnight Rentals Custodian. Under the direction of the Rentals Supervisor, the Overnight Rentals Custodian is responsible for the successful set-up and reset of events, 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 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) Working non-traditional shifts, overnight, weekends, Midnight to 6:30 am
- b) Working while on your 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) Knowledge of venue safety standards and procedures
- f) First Aid and CPR certificates are an asset
- g) Class 5 Saskatchewan driver's license
- h) Must have own reliable transportation to and from the workplace

The detailed job description outlining required skills, qualifications, and hours of work are 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 May 24, 2019.

Please send your application to:
Overnight Rentals Custodian Selection Committee
WDM Saskatoon
2610 Lorne Avenue
Saskatoon, SK S7J 0S6
Email: saskatoon@wdm.ca

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



Overnight Rentals Custodian WDM Saskatoon Job Description

Employment Status:	Part time - 20 -30 hours per week, 4 -5 shifts per month
Pay Scale:	\$11.50/hour to start
Location:	WDM Saskatoon

The Overnight Rentals Custodian reports directly to the Rentals Supervisor - WDM Saskatoon with shared reporting responsibilities to the Manager - WDM Saskatoon and Food Services Manager - WDM Saskatoon. The Overnight Rentals Custodian is responsible for providing custodial services for the museum’s catering halls. Such services would include set up and take down of rental facilities, washroom clean up, cleaning and resetting the banquet halls, vacuuming carpets, washing floors and moving tables and chairs as needed.

RESPONSIBILITIES

1. Custodial Services

- Maintain a clean, healthy environment, providing quality custodial care and housekeeping of the facility.
- Vacuuming carpets.
- Clean catering halls, hallways, lobbies, restrooms and corridors 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 washroom facilities
- Fill all bathroom dispensers
- Report damage of broken items and equipment.
- 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.
- 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 Supervisor.

3. Other Responsibilities

- Maintaining museum building security
- Follow established procedures and policies
- Additional responsibilities may be assigned from time to time depending upon the needs of the organization

RELATIONSHIPS

The Overnight Rentals Custodian must enjoy working evening and early morning shifts. Interacting in a positive and professional manner with their fellow staff members

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

SUPERVISION and MENTORSHIP RESPONSIBILITIES

- The Overnight Rentals Custodian has no supervisory responsibilities

EXPECTED OUTCOMES

- The Overnight Rentals Custodian 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 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.
- Position requires evening and weekend work, generally 4 to 5 shifts per month, Midnight to 6:30 am
- 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.
- Ability to read and interpret set up plans to 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.