



Western Development Museum
North Battleford

Box 183, Hwys 16 & 40
North Battleford, SK S9A 2Y1

P: 306-445-8033
W: wdm.ca

WESTERN DEVELOPMENT MUSEUM - NORTH BATTLEFORD
is accepting applications for the following position
Custodial Worker

The Western Development Museum - North Battleford is accepting applications for a Custodial Worker. Under the direction of the Facility and Safety Supervisor this position will provide excellent custodial service to the WDM North Battleford.

Duties and Responsibilities:

- Routine custodial and housekeeping services in all areas including public areas, kitchen, restrooms, shops, storage rooms, indoor and outside exhibits, and grounds.
- Sweeping, scrubbing, washing and/or polishing floors and vacuuming.
- Dusting and polishing furniture and equipment, dusting sills, heat registers, shelves and countertops.
- Cleaning windows, glass partitions, mirrors.
- Washing windows, walls, ceilings and woodwork.
- Dealing with emergency clean-up situations.
- Working with other staff as needed for the preparation of the facility for programs and special events.
- Opening and closing Museum when scheduled.

A detailed job description outlining duties, accountabilities and working conditions is attached. The salary range is \$12 - \$15 an hour. Employee benefits plan as per WDM Human Resources Policies. Flexibility of working varying hours to cover evening rentals. Some weekend work required.

Application Deadline: May 24,2022

Apply to:
Custodial Worker Selection Committee
Western Development Museum
P.O. Box 183
Junction Highway 16 & 40
North Battleford SK S9A 2Y1
jsmith@wdm.ca

Applications may be mailed, e-mailed, or dropped off in person at the WDM North Battleford.

Only applications selected for an interview will be contacted.

The WDM will conduct a screening process that is fair and equitable.

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| Job Title: Custodial Worker | Job Code: NB 4.3 MT |
| | Approved: July 31, 2019 |
| Supervisor: Facility & Safety Supervisor | |

Position Mandate: Supports the WDM North Battleford by providing a high standard of custodial and general maintenance services in a timely and efficient manner.

Representative Duties

Custodial Services

- Performs routine custodial and housekeeping services in all areas including public areas, kitchen, restrooms, shops, storage rooms, indoor and outside exhibits and grounds. This includes but is not limited to:
 - Sweeping, scrubbing, washing and/or polishing floors, and vacuuming carpets.
 - Cleaning rooms, hallways, lobbies, restrooms, corridors, exhibit galleries, the kitchen and other work areas.
 - Dusting and polishing furniture and equipment; dusting sills, heat registers, shelves and countertops.
 - Cleaning windows, glass partitions, mirrors.
 - Vacuuming and buffing floors, shampooing carpets, cleaning rugs as needed.
 - Cleaning the kitchen and its grease traps.
 - Washing windows, walls, ceilings and woodwork; waxing and polishing as needed.
 - Deal with emergency clean-up situations.
- Removes all waste matter from Museum grounds, including septic services and recycled material.
- Maintains inventory of cleaning supplies and toiletries.
- Assists staff with minor building and exhibit maintenance where required.
- Contributes actively to the maintenance of overall shop cleanliness and safety.
- Reports damage of broken items and equipment.
- Attends to emergency clean up situations promptly.

Banquet Services

- Works with other staff as needed for the preparation of the facility for programs and special events.

Other Responsibilities

- Opens and closes the Museum when scheduled.
- Assists with setting up exhibits and travelling exhibits.

Education and Experience

The position requires a grade 12 or equivalent and pertinent experience in custodial and maintenance services. Prior experience working in a museum or gallery is desirable. An equivalent combination of education and experience will be considered.

Accountabilities

- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public comments regarding the incumbent are positive and appreciative.
- Occupational health and safety requirements are maintained.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Staff receive the assistance they need to deliver services under tight timelines when and as requested.
- All areas of the Museum are cleaned and maintained in a timely and efficient manner to the highest standards and according to health and other relevant standards.
- Visitor safety is maintained throughout the Museum and its grounds.
- Shop safety and cleanliness are maintained.
- Public and staff areas are stocked with required housekeeping supplies.
- Building security is maintained throughout the Museum.

Job Scope

Plans and prioritizes own workflow to complete a range of assignments with competing deadlines. Undertakes a variety of routine duties, working with established policies, guidelines and procedures. Applies some discretion when performing assigned tasks, within established standards.

Effort

The workflow is very steady and occasionally experiences occasional high volumes of work. Work often requires sustained physical effort. Must meet deadlines on a routine basis.

Working Conditions

The incumbent works throughout the Museum facilities on a routine basis. The work is moderately physical and includes the use of power equipment and cleaning products. Frequently lifts moderately heavy loads and uses readily available assistance in the handling of heavy loads.