



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
Rentals Worker

The Western Development Museum - Saskatoon is accepting applications for a part-time Rentals Worker. Under the direction of the Rentals Team Lead, the Rentals Worker is responsible for the successful set-up and reset of events, basic A/V, custodial services, opening and closing protocols 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, aerial 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 workplace

The detailed job description outlining required skills and qualifications is attached. The wage starts at \$13.75 per hour. The work schedule is part time 20 - 30 hours per week per 2-week pay period.

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 22, 2022.

Please send your application to:

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.

Job Title: Rentals Worker	Position: SK 2.6.2 FS Approved: October 15, 2021
Supervisor: Food Services Manager	

Position Mandate: Performs custodial and room-set-up tasks to ensure WDM rental spaces meet the needs of guests and are welcoming and comfortable. Works cooperatively with rentals and other staff to provide high quality customer service.

Representative Duties

Event Set-ups and Take-downs

- Ensures event spaces are set up according to information sheet instructions (i.e. sets up tables, chairs according to required location and layout).
- Takes down and stores tables, chairs, etc. after an event.
- Assists with set-up and take-down requirements for outside events (i.e. tents)
- Follows closing requirements ensuring rooms have been appropriately closed and locked.
- When last to leave, checks all outside doors and the back gate to ensure they are properly closed and locked.

Custodial

- Opens museum front doors, checks the security system—code in.
- Performs a quality check throughout the facility and determines what custodial work is required.
- Prioritizes cleaning public washrooms, ensures sufficient paper products are available.
- Ensures the lobby is clean and tidy, washes floors, cleans and disinfects surfaces as needed.
- Checks and cleans the gift shop, galleries, volunteers room, kitchen, balcony and office washrooms regularly.
- Performs weekend office cleaning when scheduled including removing garbage and recycling, vacuum and/or washing floors and general cleaning.
- Shampoos and waxes floors as scheduled or when required.
- Assists with outdoor maintenance as needed (i.e. shovelling snow, garbage removal, spills, etc.)

Teamwork

- Supports custodial requirements throughout the WDM Saskatoon. Prioritizes rental department requirements.
- Help out for the morning shift
- Performs related tasks as assigned.

Education and Experience

Experience in customer service or retail sales is an asset. An equivalent combination of education and experience will be considered.

Accountabilities

- Rentals set-ups and take-downs occur as and when required.
- Custodial services are adequate.
- Rentals and museum staff receive the assistance needed during peak periods.
- The incumbent is organized and completes assigned work including during peak periods.
- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- 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 observations 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.
- Building security and visitor safety are maintained in area of work performed.
- Temporary and/or casual staff and volunteers understand their assignments and have both the training and resources needed to complete them satisfactorily and safely.
- Appropriately allocates resources to meet museum needs within area of responsibility.

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

Experiences occasional high volumes of work. Must set a steady pace to complete all rentals work as assigned and include some custodial services. Assisting rentals and museum staff as needed is a constant requirement throughout the day.

Working Conditions

The incumbent works in all areas of the museum. The work is consistently physical and includes the use of cleaning products. Lifts moderately heavy loads, and uses readily available assistance in the handling of heavy loads.