



Western Development Museum
North Battleford

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WESTERN DEVELOPMENT MUSEUM - NORTH BATTLEFORD is accepting applications for a Custodian

The Western Development Museum (WDM) - North Battleford is looking for a **Custodian** who will ensure the Museum buildings, exhibits and gallery spaces at the WDM North Battleford are maintained to an exceptionally high standard.

Our **Custodian** is responsible for daily routine custodial and housekeeping services in all areas including public areas, restrooms, shops, storage rooms, indoor and outside exhibits, and grounds. This includes but is not limited to:

- Cleaning rooms, hallways, lobbies, restrooms, corridors, galleries and other work areas.
- Vacuuming and buffing floors, shampooing carpets, cleaning rugs as required.
- Deal with emergency clean-up situations.
- Ensures the removal of all waste matter from museum grounds, including septic services and recycled material, is completed regularly.
- Assists staff with minor building and exhibit maintenance where required.
- Contributes actively to the maintenance of overall shop cleanliness and safety.
- Assists with catering and rentals custodial duties as required.
- Monitors, re-stocks, and reports on custodial supplies inventory.
- Assists with opening and closing the Museum and exhibits with the Museum's public hours as required.

A detailed job description outlining required skills and qualifications is attached. Evening and weekend work required. Salary range is \$14.46 - \$16.77 per hour plus WDM Benefits.

If you are interested in joining our team, please send a resume and cover letter showing how you meet the requirements of this position to nbcareers@wdm.ca

Applications must be received by March 17, 2023

Only applications selected for an interview will be contacted.

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

Job Title: Custodian	Job Code: NB 4.2 MT
	Approved Date: March 31, 2021 Revisions: Feb 21, 2023
Supervisor: Facility and Grounds Supervisor	

Position Mandate: Ensures buildings, grounds and equipment are cleaned and maintained to a high standard. Maintains inventories of cleaning equipment and supplies. Interacts routinely and professionally with staff, volunteers, visitors, and the public.

Representative Duties

Custodial

- Ensures routine custodial and housekeeping services are completed in all areas including public areas, 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, 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.
 - Washing windows, walls, ceilings and woodwork; waxing and polishing as needed.
 - Deal with emergency clean-up situations.
- Ensures the removal of all waste matter from museum grounds, including septic services and recycled material is completed regularly.
- Assists staff with minor building and exhibit maintenance where required.
- Contributes actively to the maintenance of overall shop cleanliness and safety.
- Assists with catering and rentals custodial duties as required.

Administrative

- Monitors, re-stocks and reports on the custodial supplies inventory.
- Participates in the selection of staff and volunteers assigned custodial work.
- Supports maintenance and exhibits staff as required. Cooperates with all branch staff in the delivery of branch programs and services.
- Assists with opening and closing exhibit spaces in accordance with the Museum's public hours as required.
- Responds to building/security alarms per procedures.

Education and Experience

Custodial experience is an asset. An equivalent combination of education and experience will be considered.

Accountabilities

- Public areas are cleaned and maintained in a timely and efficient manner and to the highest standards and according to health and other relevant standards.
- Museum areas and grounds are cleared of waste material and recycling in a timely manner.
- Shop safety and cleanliness are maintained.
- Expenditures pertaining to areas of responsibility are within the established budget.
- Alarms are responded to in a timely manner.
- 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 understand their assignments and have both the training and resources needed to complete them satisfactorily and safely.

Job Scope

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

Effort

The work flow is very steady and occasionally experiences high volumes of work requiring the coordination of work with others. Work often requires sustained physical effort. Must meet deadlines on a routine basis.

Working Conditions

The incumbent works throughout the museum facilities and grounds on a routine basis. The work is moderately physical and includes the use of power equipment and cleaning products. WHIMS certification and a license to operate a fork lift are required. Frequently lifts moderately heavy loads and uses readily available assistance when handling heavy loads.