



Barkerville Historic Town & Park,
Governed by Barkerville Heritage Trust, has an opening for a
Custodian / Housekeeper
(Full-time position)

JOB SUMMARY

Classification: Laborer 1

Job title: Custodian/Housekeeper:

**Positions: One Full-time Year-Round (35 hours per week, plus benefits)
One Part-time Year-Round (20 hours per week, plus benefits)**

Closing Date: January 29, 2018

Internal/External Posting

Status:

- BC Government Employees Union (BCGEU);
- Salary grade: \$21.11 plus benefits as dispersed according to the Collective Agreement between the BCGEU and The Barkerville Heritage Trust.

Orientation and Supervision (how the position fits into the company structure):

- Position reports to the Commerce, Partnerships and Givings Officer and General Manager;
- Works as a team member;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town & Park;
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with operational activities.

Main tasks and responsibilities (core duties of the position, including but limited to):

- Custodial duties related to the Visitors' Receptions Centre and Administration Building;
- Custodial duties related to the general site and heritage buildings;
- Routine housekeeping duties including cleaning and servicing of guest bedrooms, living areas, and bathrooms in the Barkerville Cottages;
- Custodial duties related to BHT vehicles;
- Promotes a positive image of the property to guests and must be pleasant, honest, and friendly. Must be able to address guest requests and problems;
- Assist with preparation, set-up, and clean-up of special and private events;
- Respond to emergencies as they arise in an effective manner and liaison with the associated staff;
- Report to Lead on the reordering needs for Cottage and Custodial supplies and inventory;
- Assist in day to day operations when required and garbage and recycling pick-up and disposal;
- Other related duties.



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The position requires that the following laws, regulations, policies and procedures be adhered to:

- The Workers Compensation Board regulations;
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program;
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Performs all operational duties based upon industry standards and guided by the occupation health and safety regulations;

Qualifications, Skills, and Abilities (requirements needed to perform the job):

- Ability to work under own initiative with minimal supervision or as a member of a team;
- WHIMIS certificate;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions;
- Good public relations skills;
- Occupational First Aid Level 1 with a Transportation Endorsement is an asset and where needed is provided by the employer;
- World Host training is an asset and where needed will be provided by the employer;
- Hold and maintain a valid Class 5 British Columbia driver's license;

Working conditions (physical environment of the job, including on and off site):

- May be required to wear an approved uniform or appropriate period costume in the performance of duties;
- Required to work outdoors in all weather conditions, including cold, snow and ice;
- Work will occasionally require lifting and carrying;
- Physical mobility and stamina required;
- Ability to climb stairs.

For more information contact Dawn Leroy, General Manager, Barkerville Historic Town & Park at dleroy@barkerville.ca or 1.888.994.3332 local 24.

Apply by email or in person to Dawn Leroy.