



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust

14301 Highway 26 East

Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Seasonal Cashier/Café Worker

JOB SUMMARY

Classification: Commerce/Labourer 1

Job title: Seasonal Cashier/Café Worker

Position: Casual seasonal, January to end of March, up to 20 hours per week

Closing Date: Tuesday, December 15, 2020

Status:

- BC Government Employees Union (BCGEU)
- Salary grade: \$22.19
- Internal/External Posting

Orientation and Supervision: How the position fits into the company structure:

- Position reports to Commerce Lead and Commerce Manager
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with heritage site operational activities
- 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

Main tasks or responsibilities: - Core duties of the position, including but not limited to:

- Greet guests, fill orders and respond to concerns;
- Sell a variety of items including but not limited to; Tube Run lift passes, town passes, skating and other rentals, and café and giftshop items;
- Inform guests of different food and beverage items, as well as other winter activities;
- Use of a point of sale system and Interac/Visa/Mastercard machine;
- Manage a cash float and reconcile daily cash reports;
- Following and monitoring Food Safety and Sanitation Plans;
- Monitoring kitchen supply and giftshop stock;
- Prepare, cook and serve food;
- Café Barista;
- Keep giftshop shelves stocked and in a presentable state;
- Custodial duties related to the Visitors' Reception Center and Barkerville Café and Gift Shop;
- Product and Services Monitoring and Quality Control;
- Foster excellent visitor experiences through positive interactions with guests;
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members;
- Successful candidates must be available for working hours between 8:30 am to 4:30 pm, Friday to Monday.



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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 Occupational Health and Safety regulations

Qualifications, Skills, and Abilities: Requirements needed to perform the job:

- Excellent interpersonal skills, reliable, punctual, organized, demonstrates initiative, self-motivation, effective communicator;
- Valid Food Safe Level 1 Certificate is required and can be provided by the employer;
- Superhost is required and can be provided by the employer;
- Serving it Right an asset;
- Level 1 First Aid an asset
- Performs all operational duties based upon industry standards and guided by the *Food Safety Act*;
- Has the ability to multi-task;
- Ability to work under own initiative with minimal supervision or as a member of a team;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions.
- Good public relations and customer service skills;
- Good understanding of WorkSafe BC regulations and safety policies;

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

- Working indoors in kitchen and service areas, sharing workspace with other workers and the public;
- Working in a uniform, as provided by the Trust;
- Walking on uneven surfaces, climbing stairs and ladders, bending and lifting;
- Wearing appropriate personal protective equipment as required.

Apply by email or in person to Ksenya Dorwart

For more information contact Ksenya Dorwart, Commerce Manager, Barkerville Historic Town and Park at ksenya.dorwart@barkerville.ca or 250-994-3332 ext:49