



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East, Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Custodian / Housekeeper

2020 06 27 Version 2.0

JOB SUMMARY

Classification: Labourer 1

Job title: Custodian / Housekeeper

Positions: Casual On-Call

Closing Date: Until Filled

Internal/External Posting

Status:

- BC Government Employees Union (BCGEU)
- Salary Grade: \$22.19 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 Manager and Commerce Lead;
- 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 or responsibilities (core duties of the position, including but not 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;
- 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;
- Joins regular departmental meetings and participates in cross-departmental planning;
- Reads and understands Barkerville's policies and procedures;

- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members;

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 COVID-19 Risk Reduction Procedures
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Adherence Barkerville's Personal Presentation Standards;
- Performance of all operational duties based up on industry standards and guided by the occupation health and safety regulations.

Qualifications, Skill and Abilities (Requirements needed to perform the job):

- Ability to work under own initiative with minimal supervision or as a member of a team;
- WHMIS 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;
- Superhost training provided by employer when required;
- Hold and maintain a valid Class 5 British Columbia driver's license;

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

- Required to wear an approved uniform;
- Required to wear appropriate personal protective equipment
- Required to work outdoors in all weather conditions;
- Work will occasionally require lifting and carrying;
- Physical mobility and stamina required;
- Ability to climb stairs.

For more information or to apply with a resume please contact Ksenya Dorwart, Commerce Manager, Barkerville Historic Town and Park at Ksenya.dorwart@barkerville.ca or 1.888.994.3332 ext.: 49