



# **BARKERVILLE**

— **HISTORIC TOWN & PARK** —

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

## **Job Posting: Commerce Lvl 1**

### **JOB SUMMARY**

**Classification: Commerce/Labourer 1**

**Job title: Commerce**

**Positions:**

- **One x Part Time Year Round**

**Closing Date: Until Filled**

**Internal/External Posting**

**Status:**

- BC General Employees Union (BCGEU)
- Salary Grade: \$24.46 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 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 & Park;

**Main tasks or responsibilities (core duties of the position, including but not limited to):**

- Check computer/ Book That App / Shopify / DATS for check-in/check-out of cottages, campgrounds and events/groups for set-up in morning and email.
- Welcoming Guests, answering their questions and creating a positive guest experience.
- Use Point Of Sale system, receive payments by cash, credit cards, vouchers or Debit.
- Daily use of a cash float including reconciliation, cash reports and accuracy of cash drawer.
- Opening and Closing duties related to the Welcome Center: see Welcome Center Opening and Closing checklists.
- Check daily printed schedules, request more if needed.
- Manage Scooter rentals and report maintenance in DATS.
- Inventory Lost and Found.
- Organize and Stock Brochures
- Professional and Courteous use of two-way radio and Barkerville Radio Policy.
- Problem solve Guests needs with Lead / Manager assistance.

- Respond to emergencies as they arise in an effective manner and liaison with associated staff.
- Ensure positive promotion of the community and region in a professional and effective manner.
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members.
- Custodial duties related to the Visitors' Receptions Centre and Administration Building; Daily vacuum & mop all floors of VRC main floor & admin, collection of garbage/recycle, cleaning bathrooms, restock supplies. When needed dust surfaces, wash windows, behind cashiers' desks, offices and Admin break room, upstairs VRC washrooms, stairs and floors, clean outdoor rubber mats. In winter clean café table.
- Custodial duties related to the general site and heritage buildings; daily- clean brewery and bathrooms, all outhouses (5), House Hotel bathroom and Pavilion. When used- the Schoolhouse (includes full kitchen and bathroom). Weekly- Ops lunch room and Ops offices, Kelly Shop bathroom/office area, Theatre Royal bathroom -restock and Richfield outhouses. Check public uptown bathroom near end of shift. Cleaning includes door handles, light switches, chalk boards, tables & chairs and window sills.
- Routine housekeeping duties include cleaning and servicing of guest bedrooms, living areas, and bathrooms in the Barkerville Cottages, Historic Guest Homes and Campsites; complete cleaning checklist for each location cleaned.
- Daily laundry for cottages, kitchen towels, cleaning cloths and tablecloths
- Custodial duties related to BHT vehicles; clean F150. 250 and SUV
- Cleaning and maintenance of custodial tools and equipment
- 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;
- Report to Lead on the reordering/inventory needs for Custodial supplies and cottage inventory, report in DATS any maintenance requests for cottages or work areas.
- Assist in day to day operations when required and garbage and recycling pick-up and disposal to transfer station.
- Maintain department MSDS info on all products used
- Cleaning of dog kennels, check daily
- Ability to work with all departments and employees of Barkerville
- Other related duties including on-call issues.

**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;
- Adherence Barkerville's Personal Presentation Standards;



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- 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):**

- Excellent interpersonal skills, reliable, punctual, organized, demonstrates initiative, self-motivation, effective communicator;
- 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 and customer service skills;
- Has the ability to multi-task;
- Superhost training provided by employer when required;
- Level 1 First Aid an asset;
- Hold and maintain a valid Class 5 British Columbia driver's license;
- Good understanding of WorkSafe BC regulations and safety policies.

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

- Required to work outdoors in varying weather conditions;
- Work will occasionally require lifting and carrying;
- Physical mobility and stamina required;
- Ability to climb stairs.

### **Apply by email or in person with a resume and cover letter to Rocky Nenka**

For more information contact Rocky Nenka, Commerce Manager, Barkerville Historic Town and Park at [rocky.nenka@barkerville.ca](mailto:rocky.nenka@barkerville.ca) or 250-994-3332 ext:37

*Staff housing options available upon request, subject to availability.*