



BARKERVILLE

— HISTORIC TOWN & PARK —

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

Job Posting: Commerce/Labourer

JOB DESCRIPTION & SUMMARY

Job title: Commerce

Classification: Commerce/Labourer

Position: Casual, Seasonal x 2

Duration: June 2 – September 7, 2025

Posting: Internal/External

Closing Date: June 13, 2025, or until filled.

Salary: \$26.71 plus privileges as dispersed according to the Collective Agreement between the BCGEU and Barkerville Heritage Trust.

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the centre of the Cariboo Gold Rush whose repercussions through history can still be felt today. The site is owned by the Province of British Columbia and managed on their behalf by the Barkerville Heritage Trust, a non-profit society and registered charity.

Status:

- BC Government Employees Union (BCGEU)

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

- Position reports to the Commerce Leads and the General Manager.
- Works as a team member with all Barkerville Heritage Trust site staff, licensees and contractors involved with heritage site operational activities.
- Performs all operational duties based upon museum/heritage 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.

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

- Standards and Guidelines for the Conservation of Historic Places in Canada
- Barkerville Historic Landscapes Conservation Plan
- British Columbia's Heritage Conservation Act
- 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

Main tasks or responsibilities:

- Check computer/ Campspot / Shopify / DATS for check-in/check-out of cottages, campgrounds and events/groups for set-up in the morning and email.
- Custodial duties related to the general site, and garbage and recycling pick-up and disposal.
- Custodial duties related to the Welcome Centre and Administration Building; Daily vacuum & mop all floors, collection of garbage/recycle, cleaning ALL bathrooms, restock supplies. When needed dust surfaces, wash windows, behind cashiers' desks, offices and Administration break room, stairs and floors, clean outdoor rubber mats.
- 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- Operations lunchroom and offices, Kelly Shop bathroom/office area, Theatre Royal and Barkerville Hotel bathrooms; restock and Richfield outhouses. Check the public uptown bathroom near the end of the shift. Cleaning includes door handles, light switches, chalk boards, tables & chairs and windowsills.
- Routine housekeeping duties include cleaning and servicing of guest bedrooms, living areas, and bathrooms in the Barkerville Cottages, Historic Guest Homes, Campsites and Staff Camp; complete cleaning checklist for each location cleaned. This will include being able to lift and carry totes to each location.
- Cleaning includes but is not limited to washing walls, baseboards, overhead lights (which may require being on a ladder).
- Daily laundry for cottages, kitchen towels, cleaning cloths and tablecloths
- Cleaning of all BHT fleet vehicles.
- Assist with preparation, set-up (includes hauling/moving furniture and equipment), and cleaning up special and private events.
- Report to Lead on the reordering/inventory needs for supplies and cottage inventory, report in DATS any maintenance requests for cottages or work areas.
- When required, move stock to various areas throughout the park using vehicles, wagons, dollies, wheelbarrows or by hand.
- Maintain department MSDS info on all products used; update as needed
- Cleaning of dog kennels, check daily
- Ability to work with all departments/employees and contractors of Barkerville
- Other related duties include on-call issues.
- 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 in a timely manner.
- Welcoming guests, answering their questions and creating a positive customer experience.
- Process a variety of items including but not limited to; Admission Passes, Accommodation Rentals, Kennel Rentals, and Campground Rentals.
- Inform guests of different Merchant shops and restaurant information, as well as other activities.
- Familiarization of interpretation and on-site programming.
- 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.
- Check daily printed schedules, request more if needed.
- Manage Scooter rentals and report maintenance in DATS.
- Organize and Stock Brochures
- Professional and Courteous use of two-way radio and Barkerville Radio Policy.

- Following and monitoring Sanitation Plans and COVID-19 Protocols and Procedures.
- Operate various vehicles to perform duties.
- General labor and cleanup of campground roads, pathways, sites, and firepits, mowing lawns, weed whacking, and pruning.
- Ensure campground rules and regulations are being adhered to.
- Respond to emergencies as they arise in an effective manner and liaison with the appropriate Lead and Manager.
- Skills transfer and provide expertise to new employees.
- Assist in day-to-day operations when required.
- Joins regular departmental meetings and participates in cross-departmental planning.

Qualifications, Skills, and Abilities:

- Hold and maintain a valid Class 5 British Columbia driver's license.
- Required to drive different fleet vehicles used for department needs.
- Excellent interpersonal skills, reliable, punctual, organized, demonstrate initiative, self-motivation, and an effective communicator, verbally and written.
- Ability to work under your own initiative with minimal supervision or as a member of a team.
- Mathematical skills and ability to handle transactions quickly and accurately.
- Ability to process payments, coupons, refunds, on the point-of-sale system.
- Ability to communicate effectively in both written and oral form.
- Ability to understand and follow oral and written instructions.
- High level communication skills and a proven commitment to customer service.
- Ability to safely use basic hand and power tools, landscaping equipment, and other tools necessary for site maintenance.
- Has the ability to multi-task and prioritize tasks.
- WHMIS certificate.
- Good understanding of WorkSafe BC regulations and safety policies.
- Reads and understands Barkerville's policies and procedures.
- Perform flexible and varied duties depending on the shifting needs of the organization and its staff members.

Assets:

- First aid and safety certifications are assets.
- Leadership and project management experience.
- Fire suppression experience.
- Knowledge of Indigenous land management practices.
- Experience operating heavy machinery (e.g., backhoe, skid steer, excavator and zoom boom) is an asset.

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

- Work is regularly outdoors in all weather conditions, over difficult terrain and uneven ground.
- Requires physical endurance, mobility and stamina. May require traversing the length of the site multiple times in the course of your duties.
- Work will require lifting and carrying, climbing ladders & stairs, and walking throughout the site.
- Wearing appropriate footwear is required.
- Mental alertness is essential, especially when operating machinery or working in hazardous conditions. Successful candidates must be available to work for the duration of the season.
- Working indoors, sharing workspace with other workers and the public.
- Wearing appropriate personal protective equipment as required.
- Ability to lift 25 to 50lbs.

For more information or to send a resume please contact Krista Bolton, Human Resources Manager, Barkerville Historic Town and Park via email at krista.bolton@barkerville.ca or Carrie Chard, General Manager, Barkerville Historic Town and Park via email at carrie.chard@barkerville.ca.