

JOB POSTER



Job Title: Custodian

Location: **Thunder Bay Museum**
425 Donald Street E.,
Thunder Bay, ON P7E 5V1
Tel: (807) 623-0801 Fax: (807) 622-6880
Email: info@thunderbaymuseum.com
Web: www.thunderbaymuseum.com

Duration: Contract, Part Time

Rate of Pay: \$16.55 per hour

Description: Responsible for daily cleaning of the Thunder Bay Museum's various spaces including: three floors of exhibit galleries (excluding artifacts), staff offices, one classroom, two meeting rooms, four washrooms, a lobby, the external environment, and others as needed.

Custodian Daily Duties and Responsibilities:

- Keeps building and property in clean and orderly condition;
- Performs routine maintenance activities;
- Sweeps, mops, scrubs, or vacuums floors;
- Gathers and empties trash;
- Clears snow from and applies sand as needed to personnel, visitor, and emergency entrances and exits;
- Scrubs, sanitizes, and supplies restroom facilities;
- Dusts furniture, walls, and equipment;
- Cleans windows, mirrors, and partitions with soap and other cleansers;
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions;
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures;
- Cleans and polishes fixtures and furniture;
- Shampoos or steam-cleans carpets and rugs;
- Cleans and polishes furniture and fixtures;
- Manages inventory of cleaning supplies;
- Changes light bulbs;
- Notifies supervisory regarding the need for repairs or additions to building operating systems.

Qualifications: An ideal candidate is reliable and consistent, has attention to detail, self-starter, able to work alone. Maintenance skills are considered an asset.

Other qualifications:

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| <ul style="list-style-type: none">• Knowledge of standard cleaning methods and procedures• Ability to stand, walk, and bend for many hours• Ability to perform repetitive motion for long periods of time• Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions• Background in handling, mixing, and using cleaning chemicals |
| <ul style="list-style-type: none">• WHMIS Training can be provided |
| <ul style="list-style-type: none">• Knowledge of occupational hazards safety rules• Communication skills• Ability to lift heavy objects, climb ladders, and work at particular heights |

Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills
- High school (or more advanced) courses in the trades for tasks involving repair work would be considered an asset

WORKING CONDITIONS:

1. **Physical Demands:** This position involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawling, crouching, climbing, and lifting, carrying, and manual labor related tasks. It also involves extended time sitting, walking, and standing.
2. **Environmental Conditions:** This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.
3. **Sensory Demands:** Sensory demands are an intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. **Mental Demands:** Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

WORK HOURS & BENEFITS:

Working hours are weekday mornings with some flexibility for splitting lower priority tasks between morning and afternoon. Typically, 3 hours per day is the expected time to perform all the tasks with some variability for special events or scheduled deep cleaning tasks.

This position does not qualify for the Thunder Bay Museum's benefits package.

ONTARIO HUMAN RIGHTS CODE:

It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation may be requested by the Thunder Bay Museum should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION:

Reasonable accommodations are available upon request for all parts of the recruitment process.

APPLICATION:

Send resume with cover letter by email to:

Scott Bradley, Executive Director
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
director@thunderbaymuseum.com

Emailed resumes must include full applicant name in the file name

Deadline: Open until filled

We would like to thank all applicants and advise that only those to be interviewed will be contacted.

About the Thunder Bay Museum:

The Thunder Bay Historical Museum Society was created in 1908 to collect, preserve, and interpret the history of Northwestern Ontario. The Society operates as a museum, an archives, and a historical society, and offers a wide range of programs and services in each area.

The Thunder Bay Museum is an equal opportunity employer that encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. Reasonable accommodations are available upon request for all parts of the recruitment process. Applicants can make their needs known by contacting the Museum in advance.

The Thunder Bay Museum building is handicapped accessible for the public areas, behind the scenes areas are not fully accessible