

Department: Museum & Culture

Division: Museum

Reports to: Museum Curator

Position Objective/Summary

The Museum Custodian is responsible for the total maintenance of the Museum grounds and buildings. Specifically, for keeping buildings, grounds and equipment clean, neat and in good repair so they are attractive and safe for the visiting public.

Duties & Responsibilities

- Clean interior of all Museum Buildings as required
- Sweep Heritage Buildings
- Garbage removal
- General Grounds Maintenance, including mowing the lawn
- Water and weeding the gardens
- Repair rail fences, split rails
- Maintain gravel walkways
- Shovel snow and de-ice walkways
- Purchase necessary supplies
- Cut wood and keep a ready supply
- Assist Curator and Board with moving tables, benches and equipment for events
- Open and close buildings and raise and lower flags
- Install and remove storm windows and screens
- Maintenance of equipment
- Minor repairs of buildings and grounds
- Assist with deliveries from suppliers
- Maintain a good working relationship with Director, Curator, Museum Staff, Museum Board and Volunteers
- Maintain good public relations with visitors
- Other duties as assigned

Work Schedule

Routine part time work schedule of 10 hours per week from April to December. Required to be on hand at all special events and activities.

Education

- Minimum Ontario Secondary School Diploma.

Experience

- 1-2 years' experience in a related field

Knowledge

- WHMIS Regulations
- Cleaning Equipment
- Lawn Mowers
- Fence Repair
- Power and hand tools
- Groundskeeping
- Carpentry

Skills & Abilities

- Able to prioritize tasks and stay organized.
- Good interpersonal and communication skills
- Manual skills with equipment

Physical Skills and Effort

- Good physical condition with manual dexterity to use hand tools, power tools for general maintenance and construction of exhibit design. Work involves standing, sitting, walking, lifting, carrying of Museum artifacts and objects, bending and climbing.

Decision Making and Judgement

Responsible for making decisions concerning Museum maintenance in the absence of the Curator or Assistant Curator, which include:

- Safety of Museum visitors
- Physical environment of Museum
- Safety of heritage buildings and artifacts

Financial and Material Resources

Carry out work assignments using museum equipment.

Working Conditions

Works in a Heritage Village environment, with inside and outside duties, recognizing value of buildings and artifacts. Occasional encounters with members of the public who may be irate or upset.

Position History



MUSEUM
CUSTODIAN
Non-Union

April 2023 - This Job Description was reviewed for accurate content and AODA compliance.

Reviewed by department and approved by:

Scott Luey – Chief Administrative Officer

Date