

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (CULTURE DIVISION – CULTURE & HERITAGE - LOCATION - WHITEHERN HISTORIC HOUSE & GARDEN)

WHITEHERN MUSEUM CARETAKER - CUPE 5167

SUMMARY OF DUTIES

Report to the Curator (Whitehern Historic House & Garden). Clean historic buildings and contents in accordance with Museum Standards; prepare site for daily opening and special events; perform routine security functions; perform heavy lifting and moving.

GENERAL DUTIES

Cleans irreplaceable artifacts.

Moves, lifts, packs, unpacks and stores artifacts; reports their deterioration, damage and loss.

Vacuums, wet and dry mops, dusts, washes, wipes and sweeps.

Maintains security for irreplaceable artifacts and building.

Opens and closes buildings; reports problems

Fills, empties and maintains humidifiers and dehumidifiers.

Records and adjusts temperature and humidity.

Reports maintenance deficiencies; performs minor repairs.

Checks fire extinguishers and reports problems; maintains log.

Disposes of garbage and hazardous materials.

Replaces lightbulbs.

Maintains inventory of cleaning and maintenance supplies.

Launders and mends items by hand and machine; irons them.

Hangs pictures.

Makes and accepts deliveries; picks up cleaning supplies.

Receives and answers routine inquiries from the public and contractors.

Sets up and dismantles displays for special events and programmes; moves furniture.

Prepares refreshments such as tea and coffee for visitors.

Assists with collections management such as inventory.

Cleans interior windows.

Wears period costume.

Cleans exterior woodwork and lights.

Clears entrances and walkways by sweeping, sanding and shovelling.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous cleaning experience normally acquired through a combination of education and relevant work experience.
2. Must have the ability to read and understand written and verbal instructions for the operation of simple equipment.
3. Knowledge of cleaning methods, materials and equipment.
4. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products.
5. Effective communication skills and ability to relate to peers, the public and contractors.
6. Must be physically able to lift supplies and artifacts.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
