

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM AND CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT – LOCATION – HAMILTON CHILDRENS MUSEUM)

MUSEUM CLERK/RENTAL/ATTENDANT (HAMILTON CHILDREN'S MUSEUM) – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Curator and Site Supervisor, Hamilton Children's Museum. Greets patrons/renters to Hamilton Children's Museum, ensures visitors experience the best "customer friendly" services. Ensures that the site is secure during public usage; performs receptionist and clerical duties associated with the operation of Museum.

GENERAL DUTIES

Staffs rental events at Hamilton Children's Museum, including meetings and private events such as children's birthday parties, family, social and corporate events, .

Opens, closes and secures facility using proper opening and closing procedures. Operates the security system.

Receive and answer routine inquiries both by telephone and in person from the public, staff and other departments.

Receive visitor, renters and the public.

Performs light cleaning on occasion as required.

Sets up and takes down equipment for programs, special events and/or rental as needed

Inspects and reports any equipment or building deficiencies to full-time staff.

Receive cash, documents transactions, and secure money.

Prepare bank deposits and complete financial reports for supervisor's approval.

Sort and distribute incoming mail and process outgoing mail.

Assist with the preparation of administrative forms and documents.

Work 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.\

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

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Previous security, building and equipment maintenance experience related to duties listed above normally acquired by a combination of education and related work experience.
3. Good interpersonal and communication skills when dealing with public, both written and oral.

4. Demonstrated experience in handling cash.
5. Demonstrated ability to answer and redirect calls as necessary in an efficient and courteous manner.
6. Working knowledge of Word and Excel. Proficiency in keyboarding skills to create a document from written notes. Proficiency in Excel to create a spreadsheet to add, subtract, multiply and divide data.
7. Physical strength and ability to set up and taken down tents, tables, chairs and equipment.
8. Demonstrated ability to work independently as well as part of a team.
9. Due to operational requirements, the incumbent will be required to work days, night and weekends, including Sundays.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), at their own expense, prior to beginning work in this position.

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.
