

Job Description

Job title	<i>Grounds and Facilities Assistant</i>
Reports to	<i>Ground, Facilities and Installations Manager</i>

Job Purpose

Reporting to the Ground, Facilities and Installations Manager the Grounds and Facilities Assistant will support the Woodland Cultural Centre's mission to preserve, promote and strengthen Indigenous language, culture, art and history; by assisting in providing a clean and safe space for staff and visitors.

The Grounds and Facilities Assistant critical part of the wee team and is responsible for providing specialized cleaning and maintenance services for the museum, galleries, offices and public spaces of wee. Following approved museum and gallery cleaning methods, the Grounds and Facilities Assistant is responsible for cleaning all exhibit rooms and exhibit displays, they perform other specialized cleaning projects as directed by the Operations and Install Manager in consultation with the curatorial team. They monitor and assess maintenance needs for the systems and equipment at the site and report any identified issues to their manager they assist with maintaining the exterior and grounds of the site. They provide administrative support to the Operations and Install Manager by tracking and updating budget documents and assisting in review of policy and best practices.

The Grounds and Facilities Assistant not only provides for a safe and pleasant experience for visitors, but they are also an important part of the organization's efforts in preserving and protecting wee collections and buildings. Training in historic building care and museum collections handling will be provided.

Duties and Responsibilities

Day-to-Day

- Routine detail cleaning of museum building: museum, gallery spaces, meeting rooms, offices, kitchen and washrooms.
- Maintenance of grounds includes weed eating, leaf blowing, power wash etc.
- Some heavy lifting and moving.
- Set up and take down for meetings.
- Sanitization of high traffic areas and surfaces (PPE provided).
- Assists with departmental budget tracking and financial reporting
- Assist with special events and exhibition openings, including collaborating with staff in other departments to support special programming and events.

- Occasional assistance with special events and programs.
- Occasional support with exhibition installation and collections work.

Qualifications

- Highly organized with excellent attention to detail.
- Able to follow directions.
- Good problem-solving abilities.
- Works well independently and as part of a team.
- Must be able to work on ladders, lift and carry heavy objects, and be extremely meticulous and careful while working around museum and gallery collections.
- Interest in Indigenous multi-disciplinary arts and Indigenous heritage and material culture
- Effective communication skills (written and oral)
- Basic computer skills (Microsoft Office - Outlook email communications, Excel spreadsheet tracking, Word documents)
- Museum maintenance, collections, and housekeeping experience preferred.

Working conditions

- This position requires some physical effort including use of ladders, carrying and lifting objects up to 401bs.
- This position requires prolonged standing and walking.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- This position requires moderate interaction with members of the public.

Physical requirements

- Ability to stand and walk for extended periods while completing cleaning, maintenance, and event-support duties.
- Ability to regularly bend, reach, kneel, crouch, and perform repetitive movements.
- Ability to safely lift, carry, push, or move objects weighing up to 40 lbs.
- Ability to safely use ladders and operate routine cleaning and ground maintenance equipment.
- Ability to assist with moving furniture, setting up meeting spaces, and installing or removing event materials.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to perform detailed cleaning around museum exhibits and collections with care and precision.

Reports To

Ground, Facilities and Installations Manager

Approved by:	<i>Ground, Facilities and Installations Manager</i>
Date approved:	<i>July 23, 2024</i>
Reviewed:	