

OPERATIONS ASSISTANT

Department: Operations

Reports to: Manager, Operations and takes direction from the Supervisor, Operations and/or Leads.

Summary of Role

This role provides support to our Historic Interpreter team by ensuring our site and equipment meet our sanitization standards, and our team is prepared to deliver our programs to the public. This role will be tasked with sanitization of our equipment, underground tunnel and train; ensuring the site looks awesome for our visitors; setting up rooms and work areas. This role will be a key team member in ensuring our interpreters are able to deliver their tours smoothly and that the site and equipment are ready for visitors with our new COVID sanitization protocols in place.

This position will cover weekends and holidays for now, with hours likely expanding at a later date. Wage \$15.00-\$17.00 dependent on experience.

Key Responsibilities:

- Ensure site cleanliness is maintained:
 - Sanitization of hard hats, train, Mill, other site buildings
 - Sweep walkways and keeping site presentable
 - Standard cleaning (non-custodial) as well as sanitize/disinfect for COVID protocols
- Assist with site open and/or close:
 - Carbide prep/wrap
 - Move train between tours
 - Hard Hat station
 - Building close-up
- Provide event and program support
 - Take direction from Education for Museum events and programs
 - Take direction from Operations for third-party rental arrangements
 - Duties typically may include room setup, table/chair arranging, pipe and drape, exhibit labour
- General site support
 - Snow clearing
 - Goods movement for other departments
 - General “gopher duties” around site
 - Garbage rounds
 - Set up/take down and sanitization of meeting rooms and Terra Lab
 - Other duties as required

Required knowledge, skills and abilities:

- Able to follow direction, and carry out tasks to required specifications
- Able to use standard cleaning products and the required PPE
- Able to use critical thinking and problem solving to determine the most effective way to carry out duties such that time is used efficiently.
- Able to work outdoors in all weather conditions.
- Able to communicate well with other employees and get along with a range of individuals

- Able to communicate effectively with visitors on-site if needed, and present themselves professionally.
- Able to be self-motivated and work independently on tasks.

Qualifications:

- Can-do attitude.
- Professional appearance and demeanor; visitor interaction will not be a significant part of the role, but every employee represents the Museum and values our visitors.
- Physically fit and able to lift 50 lbs safely.
- WHMIS training an asset.
- Enjoys working outdoors and able to work in varying weather conditions.

COVID-19 RESPONSE

The safety of our staff and guests is our top priority. Under the directives outlined by WorkSafeBC, the BC Centre for Disease Control and other governing bodies, protocols and policies have been put in place in both staff and public areas and activities to keep staff and guests safe.

Amongst other policies, Britannia Mine Museum requires staff to wear masks or face shields when working with others, and when physical distance cannot be maintained. This position spends a significant part of their time outdoors and working independently so the majority of their work will likely not involve wearing of a mask/face shield, however the employee needs to be willing and able to wear one when required.

Other Important Information

- Location: The Museum is located 15 minutes south of Squamish, and 30-45 minutes from Vancouver.
- Transportation: There is no public transportation to Britannia Mine Museum; the Squamish Connector runs in the summer but not year-round at this point.
- Criminal Record Check: All employees must complete a Criminal Record Check, in accordance with the Museum's Child and Vulnerable People Code of Conduct. The cost and process is covered by the Museum.
- Equipment: Employees are required to provide their own steel-toe boots or shoes, and work pants as per the Museum's uniform requirements.
- Apply to hr@bcmm.ca