

TOWN OF PORT MCNEILL

JOB DESCRIPTION



DEPARTMENT:

Community Development & Engagement

POSITION TITLE(S):

Museum Attendant

REPORTS TO:

Community Development
& Engagement Manager

Position Summary:

To provide a knowledgeable, friendly, confident, and pleasant engagement with visitors and guests. To carry out duties in the Port McNeill Heritage Museum. This position is responsible for a variety of tasks and duties which require daily interaction with the public. Some tasks and duties may be physical in nature and require the use of simple tools and equipment.

Duties and Responsibilities:

1. Basic Duties:

- Answering inquiries via phone and email in a polite, timely manner.
- Greet visitors at the Museum in a respectful, polite, and courteous manner and provide them with information about the history of Port McNeill.
- Enter Museum inventory into a database.

2. Maintenance:

- Maintain the overall cleanliness of the Museum
- Garbage, debris, and waste pick up
- Sweeping and cleaning of walkways, sidewalks, and public areas
- Clean the washrooms
- Other related duties may be assigned

Required Knowledge, Abilities, and Skills:

- Must be physically capable of carrying out assigned duties in all weather conditions
- Must be able to communicate effectively in both oral and written form in English
- Must be able to exercise courtesy and tact when dealing with other employees and the public
- Ability to work with youth
- Must be able to work safely in accordance with WorkSafe BC Regulations and Municipal Personal Preparation Equipment policy
- Be able to work quickly and efficiently on an unsupervised basis
- Be able to work with basic computer programs
- Become familiar with Port McNeill town polices, by-laws, and other government regulations as they apply
- Be familiar with Port McNeill and the surrounding area.

Education and Experience:

1. WHMIS and/or first aid certification would be an asset
2. Work experience in the tourism industry would be an asset
3. Customer service experience would be an asset
4. Computer literacy and data entry is an asset

Training:

The Town of Port McNeill will train student employees in the following areas:

- Destination BC Visitor Services Training
- WHMIS
- Safe Work Procedures
- Compliance with WorkSafe BC Standards
- Work evaluation
- Customer service experience
- Experience working within local government policies, by-laws, and other Provincial/Federal government regulations

Applications are due by March 27, 2026 at 4:00pm

Please submit them to: reception@portmcneill.ca or drop off at the Town Office at 1775 Furney Place