

Sherbrooke Village
TERM CONTRACT
Security Officer



Sherbrooke Village, Nova Scotia's largest living history museum, is seeking a reliable person for a term contract as Security Officer. Reporting to the Director of Restoration & Maintenance, the Security Officer is responsible for providing customer service-based security and janitorial services at Sherbrooke Village. They are responsible for the safety and security of Museum Collections, Sherbrooke Village buildings and sites as well as staff, visitors and animals. This individual will also provide assistance to museum visitors, answering questions and giving directions as needed.

Position: Full time term position; 70 hours bi-weekly, 4PM to 2AM

Salary: \$20.49/hour + 4% Vacation Pay

Term Dates: 21 May 2024 to mid-September 2024

Reporting to: Director of Restoration & Maintenance

Position Qualifications:

- Security experience would be an asset
- Valid driver's license and own vehicle
- Able to lift heavy objects up to and exceeding 22.7 kg
- General cleaning abilities
- Work a set shift schedule (including weekends and holidays)
- Prepare required security and incident reports and records
- Conduct daily scheduled inspections of Village buildings and systems to ensure proper functioning and normal operation
- Be familiar with and understand emergency plans and evacuation procedures, carrying out emergency procedures, as necessary
- Interact with Emergency Services as required.

Abilities

- Demonstrated security, fire & emergency, and safety hazard identification skills.
- Ability to perform light maintenance work.
- Ability to follow detailed procedures and remain calm in emergency situations.
- Remove garbage from buildings and replace supplies as necessary, such as cleaning supplies, washroom essentials, etc.
- Inspect farm animal and poultry pens after hours. This may include watering and management of their pens as required.
- Work is performed mostly out of doors, therefore must be able to work in adverse weather conditions.

Personal Suitability

- Consistently be courteous and hospitable to visitors and staff at all times
- Exercises sound judgement
- Strives for excellence
- Takes responsibility
- Connects well with others
- Must have up to date criminal record check and vulnerable sectors clearance

Application Process: A cover letter should highlight how the applicant clearly meets the qualifications listed. Cover letter and resume may be sent to svillage@novascotia.ca by 4pm, April 26th, 2024. Please be aware that Selection Panel knowledge and/or references regarding a candidate's abilities and personal suitability may be used as part of the assessment process. **We thank all applicants for their interest, however, only those selected for an interview will be contacted.**