



# HISTORY MUSEUM

A T T H E C A S T L E

**Position:** Custodian

**Hours:** Average 10-15 hours per week

**Reports to:** Chief Curator

**Summary:** The custodian is responsible for cleanliness of the Museum and grounds.

**Qualifications:**

- Janitorial or housekeeping experience
- Ability to work independently as well as part of a team

**Primary Duties:**

- Clean and maintain public and office areas
- Under specific direction of the Chief Curator, clean exhibit spaces and collection storage areas.
- Assist with the preparation, set up, and clean up for events as requested.
- Keep museum grounds and parking lot free of debris
- Perform routine maintenance and repairs of the building, equipment, and grounds
- Understand and follow safety procedures, including wearing of safety equipment with each task
- Other duties as assigned

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, lift, and use hands and fingers to handle tools or other objects.
- The employee must frequently lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up to 100 pounds.

Contact Chief Curator Dustin Mack 920-735-9370 ext. 112 or [dustin@myhistorymuseum.org](mailto:dustin@myhistorymuseum.org) to apply.

*Updated by DJM 5/2021*