

**HAINES BOROUGH  
SHELDON MUSEUM & CULTURAL CENTER  
Haines, Alaska**

Position Description

**JOB TITLE: Custodian**

**REPORTS TO:** Museum Director

**GENERAL FUNCTION:**

Responsible for cleaning and housekeeping throughout the museum, including exhibits when requested by staff. Assures that cleaning and housekeeping supplies are appropriate and available.

**RESPONSIBILITIES:**

**Daily or Weekly:**

1. Clean restrooms, including mopping all floors, cleaning all fixtures and wiping down walls.
2. Fill all bathroom dispensers.
3. Clean Museum kitchen, including mopping floor, cleaning sink, and all countertops. Refill paper towel dispenser.
4. Dust exhibit cases, sills, heat registers, shelves, furniture, and countertops.
5. Empty wastebaskets and shake mats.
6. Take garbage to cans and recycling to exterior bin.

**As needed:**

1. Oil exhibit cases and fixtures.
2. Wash windows and glass cabinets
3. Vacuum upholstery.
4. Spot clean or arrange wet cleaning of carpeting, coordinating with staff calendar, when stains appear.
5. Clean and polish hand rails and brass exhibit props.
6. Do laundry (cleaning rags, towels, and tablecloths).
7. Keep inventory of cleaning supplies and submit supply orders to Museum Director as necessary.
8. Use and maintain all cleaning equipment. Report any equipment problems to the Museum Director
9. Recommend object and exhibit cleaning projects to the Museum Director.
10. Assist with basic maintenance requirements as appropriate.
11. Maintain building security.
12. Follow established policies and procedures.
13. Work effectively and interface cooperatively with other members of the Museum staff.

14. Other duties as assigned by the Director.

**REQUIREMENTS:**

1. Position includes physical activities such as setting up and moving furniture, chairs, crates; therefore, applicant must be in good physical condition.
2. Basic knowledge of cleaning in a museum environment.
3. Ability to perform basic maintenance tasks.
4. Ability to take direction from a supervisor and then assess and prioritize tasks.
5. Communicate effectively, professionally and courteously to staff and museum visitors.
6. Attention to detail as related to cleanliness and maintenance.
7. Ability to understand and work within the special needs and requirements of a museum environment.

**MINIMUM EMPLOYMENT STANDARDS:**

1. Applicant must not have a criminal record.
2. Applicant must have a high school education or equivalent
3. Applicant must be able to regularly lift/move up to 30 pounds and occasionally lift/move up to 50 pounds.
4. Applicant must be able to carry loads up and down stairs.

**STATUS:** Seasonal Part-time: mid-September to mid-May 4 hours per week.

**BEGINNING SALARY:** \$ 14.00 per hour

**BENEFITS:** SBS in lieu of Social Security.