

**Wisconsin Historical Society
Position Description**

Laborer

Working Title: Custodian

LTE – 89161

Summary

Under the direction and supervision of the Asst. Director, Operations this individual is responsible for the maintenance, cleanliness and sanitation of site restroom facilities, staff offices and work areas, and designated public indoor and outdoor spaces. This individual will perform the following duties and responsibilities in all assigned buildings and locations.

Duties

70% A. Clean, sanitize and maintain all public and private areas of the museum as directed.

- A1. Clean all surfaces and sanitize restrooms, checking and restocking all supplies
- A2. Dust, vacuum, sweep and clean offices, work areas and public spaces.
- A3. Empty public and staff waste baskets and recycling bins, and replace liners.
- A4. Wet mop floors, halls and stairs
- A5. Check and replace burnt out lightbulbs
- A6. Wash and clean windows and windowsills
- A7. Perform assigned outdoor custodial functions such as emptying exterior trash, recycling and cigarette receptacles, and police public spaces including the Welcome Center, parking lots, and picnic areas. Sweep and clean walks and drives, and assist in snow removal.
- A8. Maintain an accurate and up to date inventory of all cleaning equipment and custodial supplies. Report all restock needs in a timely manner to Asst. Director, Operations and Guest Services to ensure maintenance of correct inventory levels
- A9. Record and report discovered maintenance and repair issues to Facilities Maintenance Specialist – Advanced.

20% B. Event setups and tear downs

B1. Assist in public and private event set up and tear down needs as assigned, including wedding, banquet and museum activity events.

B2. Assist in transporting food service equipment and supplies as directed and in setting up outdoor food stands.

B3. Report regularly as directed to Asst. Director, Operations and Guest Services to receive updated instructions.

10% C. Site Security

C1. Maintain security of all buildings by locking and arming all buildings after cleaning unless other staff is present.

C2. Maintain site radio communication and respond to calls.

C3. Provide assistance and guidance to site visitors in a courteous and professional manner.

C4. Become knowledgeable of site safety and emergency procedures including locations of first aid supplies, storm shelter areas and emergency communication procedures.

C5. Maintain personal appearance according to museum standards and wear museum approved uniforms

C6. Perform other duties as assigned.

Qualifications

- Excellent customer service and verbal communication skills.
- Be familiar with and able to use common custodial supplies, equipment and chemicals.
- Must be able to self-start each morning and be able to perform all duties in a swift and thorough manner to make sure the museum is clean, safe and inviting for staff and guests before they arrive.
- Be able to take direction and follow through with minimum supervision
- Valid Wisconsin driver's license and safe driving record
- Be able to work outdoors in inclement weather and under hot, cold, wet or dusty conditions

Important Information

A criminal background check will be conducted prior to an offer of employment to determine if the circumstances of any conviction may be related to the job.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.

Position Status/Benefits

Seasonal position April to December, (Schedule may include weekdays, weekends, holidays and some evenings) 15 - 40 hours per week; (part-time hours available January through March) starting at \$12/hour. Limited Term Employment position. State residency required.

Contact

Please send a short cover letter and completed WHS Application for Employment to:

Robert Parker, Assistant Director - Operations, Guest Services
Old World Wisconsin
W372 S9727 State Rd. 67
Eagle, WI 53119
fax: 262-594-6342
email: robert.parker@wisconsinhistory.org

The Wisconsin Historical Society is an equal opportunity employer.