

Wisconsin Historical Society

Position Description

Working Title: Custodian

Classification: Laborer

LTE – 89161

Summary

Under the lead of the Facilities Maintenance Specialist – Advanced, and supervision of the Asst. Director, Operations this individual is responsible for the maintenance, cleanliness and sanitation of attraction restroom facilities, designated indoor and outdoor spaces accessed by guests, and designated staff work spaces. This individual will perform the following duties and responsibilities in all assigned buildings and locations.

Duties

80% A. Clean, sanitize and maintain all public and private areas of the museum as directed.

- A1. Clean and sanitize all restroom surfaces, checking and restocking all supplies.
- A2. Dust, vacuum, sweep and clean guest access areas, offices, and work areas.
- 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. Empty exterior trash and recycling cans and cigarette receptacles, and monitor all public spaces, parking lots, and picnic areas to collect and dispose of trash and recyclable material.
- A.8. Sweep and clean walks and drives.
- A.9. Remove ice and snow from walks and building entry and exit points.
- A10. Maintain an accurate and up to date inventory of all cleaning equipment and custodial supplies. Report all restock needs in a timely manner to Facilities Maintenance Specialist – Advanced to ensure maintenance of correct inventory levels
- A11. Record and report discovered maintenance and repair issues to Facilities Maintenance Specialist – Advanced.

10% B. Event setups and tear downs

- B1. Assist in public and private event set up and tear down needs as assigned.
- B2. Maintain the cleanliness of tables, chairs, and other supplies and materials used for private and public events.

10% C. Site Security and Guest Service

- 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 radio calls.
- C3. Provide assistance and guidance to guests in a courteous and professional manner.
- C4. Be knowledgeable of site safety and emergency procedures including reporting procedures, locations of first aid supplies and storm shelter areas and communication procedures.
- C5. Maintain personal appearance according to attraction standards and wearing an approved uniform that is clean and maintained in good condition.
- C6. Perform other duties as assigned to provide the best possible experience for Old World Wisconsin guests.

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
- Be able to use email and enter time using computer technology
- 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) 24 - 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, resume and request for application materials to:

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

The Wisconsin Historical Society is an equal opportunity employer.