
Position Title: Museum Custodian

Accountable To: Museum Director

Department: Museum

Job Grade: Part-Time, Non-Exempt

Position Purpose:

This position is under the supervision of the Museum Director, or in the absence of the Museum Director reports to the City Clerk/Treasurer. The Custodian is responsible for maintaining general areas of the Dassel Event Center, Ergot/Museum Building, Dassel City Hall, and Dassel Liquor Store both public and non-public areas. The scope of duties will include some maintenance outside in the immediate vicinity of the buildings.

Qualifications:

1. High School Diploma or GED Equivalent.
2. Experience with cleaning equipment and techniques for maintaining public and office facilities.

Physical Requirements:

1. Frequent standing, walking, bending, stooping, and upper body movement.
2. Frequent lifting up to 30 pounds.

Working Hours & Conditions:

1. Position may average up to 20 hours a week.
2. May be required to work additional hours as necessary in an emergency.
3. Works in well-lighted, well-ventilated buildings.
4. May be exposed daily to normal office fumes, normal office dust, cleaning chemicals, and cleaning equipment noise (i.e. vacuum, buffer, etc.).

Knowledge, Skills & Abilities Required:

1. Knowledge of cleaning equipment and equipment operations.
2. Ability to perform moderate physical activity.
3. Ability to offer suggestions for improvement in procedures.

Essential Job Duties:

1. Maintains a clean environment within the city buildings open and office areas.
2. Performs tasks such as dusting, sweeping, vacuuming, mopping, cleaning restrooms and washing windows.
3. Tasks will include moving tables and chairs to accomplish routine cleaning and floor buffing.
4. Keeps Museum Director, Deputy Clerk/Treasurer, and Liquor Store Manager informed of need to order cleaning supplies and materials.
5. Performs other duties as apparent or as assigned by the Museum Director, Clerk/Treasurer or Liquor Store Manager.
6. Perform other related duties as assigned.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. Specific duties for maintaining each building will be included on a checklist at each building. All requirements and duties listed are subject to change at any time.

Adopted by the Dassel City Council on the _____ Day of _____, 20____.

City Clerk/Treasurer Signature

Date