

# Property & Museum Caretaker

## Boone County Historical Museum & Galleries

### Job Summary

A part-time position responsible for maintenance and appearance of museum's interior and exterior spaces. Works with director to establish priorities for facilities maintenance, repairs, and improvements. A hybrid grounds keeper/custodial/handyman position.

### Skill Set Required:

- Must be 21 years old and successfully pass a background check
- Being emotionally stable and having good communication skills
- Being flexible and having high attention to details
- Being trustworthy
- Possessing interpersonal skills.
- Being able to work alone or with a team
- Possessing multitasking skills
- Being able to work for extended periods of time
- Possessing problem-solving abilities
- Basic knowledge of electricity, plumbing, carpentry, HVAC systems, work hazards, safety procedures and OSHA requirements
- Knowledge of use and maintenance of industrial cleaning equipment, appliances, safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Possessing good physical condition and strength, being able to stoop, kneel, crawl and lift 50 lbs. regularly
- A valid Missouri driver's license and a clean driving record
- Experience with audio & visual equipment is a plus.

### Education & Experience Required:

Background in building maintenance as well as janitorial or custodial work. High School Diploma and minimum of 3 years of relevant work experience.

### Responsibilities and Tasks for Custodial and Handyman Work

- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Gather and empty trash.
- Service, clean, and supply restrooms.

- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Occasionally Steam-clean or shampoo carpets
- Monitor building security and safety by performing such tasks as locking doors after operating hours, closing windows, setting alarms and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove tables and chairs to prepare facilities for events such as banquets and meetings.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Regularly reporting on maintenance issues to the Director

Benefits include paid sick days, vacation, holidays and an unfurnished one-bedroom apartment on site and with free wi-fi.

Please apply to [officemanager@boonehistory.org](mailto:officemanager@boonehistory.org) with a cover letter and a resume'. No phone calls please. The Boone County Historical Society is an equal opportunity employer that promotes equality in the workplace and requires a drug-free environment.