

MUSEUM COLLECTION CUSTODIAN

Job Code	Pay Grade
03342	CL3

Nature of Work

This is moderately heavy manual work performing a variety of cleaning methods and tasks in county historic structures, museum galleries, offices and premises. Employees in this class perform a variety of cleaning and light maintenance duties requiring the application of independent judgment and knowledge dealing with appropriate museum cleaning methods for historic structures and artifacts. Duties are specific in nature and employees work with little direct supervision on assigned projects; work follows well-established routines.

Minimum Qualification Requirements

- 1 year experience in the custodial or housekeeping field that includes care for museum items, historical artifacts, antique items, or a similar location; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Cleans historic structures and artifacts following established guidelines as to not cause damage or harm to any artifact.
- Vacuums, sweeps, mops, waxes, and polishes floors in public spaces; shampoos carpets in high traffic areas; dusts furniture.
- Dusts and cleans staff offices, museum laboratories and/or museum premises where care must be taken that certain papers and/or artifacts are not destroyed.
- Cleans restrooms; replaces and delivers supplies.
- Empties wastebaskets and ashtrays, replaces light bulbs, dilutes and mixes cleaning solutions and cleans kitchen equipment.
- Makes routine repairs to cleaning equipment and reports damages to structures and equipment for required repairs.
- Assists with basic grounds keeping tasks as required.
- Sets up rooms for meetings and weddings as required.
- Exercises tact and courtesy in providing information and assistance to museum visitors upon request.
- Performs related work as assigned or required.

Knowledge, Skills and Abilities

- Ability to understand and follow basic oral and written instructions.
- Ability to work independently and with little direct supervision.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to recognize safety hazards and to take precautionary methods to protect personnel and equipment.
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and the agility to perform a variety of manual custodial tasks.

For official use only

Re-instated	EEOC Code	Overtime Code
4/13		Classified