Title: Emily Dickinson Museum Caretaker (Casual, No Benefits)

Department: Emily Dickinson Museum

Reports to title: Program Director

Full Time: Part Time: Date Prepared: September 28, 2017

Job Group & Level: N/A

Regular Daily Work Schedule: to

Pay Type: Weekly X Monthly Months Per Year: 12 Hours Per Week: ~18

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Caretaker is responsible for the cleaning and upkeep of the Homestead and The Evergreens, including regular maintenance, preventive care of collection objects on display, basic building repairs, and seasonal chores.

Participates in training opportunities for museum employees as appropriate including one-on-one training for object handling and preventive collections care.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

Cleaning (40%)

- Sweep, vacuum, mop, and polish floors
• Clean and sanitize sinks and bathrooms
• Dust shelves and furniture
• Collect and dispose of trash and recycling, adhering to waste and recycling pick-up schedules

Preventive Collections Care (30%)
• Perform collections care cleaning of artifacts
• Perform preventive collections care, including high dust around room architecture, dust surfaces of large furnishings and individual objects; vacuum textiles and upholstered furniture; damp mop/wipe floor perimeters and windowsills.
• Clean/monitor other collections storage areas and administrative spaces.
• Report signs of rodent or insect activity promptly to supervisor and take steps toward mitigation when appropriate.
• Check Museum spaces and basements for environmental changes requiring staff response.

Maintenance (10%)
• Monitor security and condition of windows and doors, and report problems to supervisor.
• Monitor inventory of cleaning/guest supplies, bathroom towels and paper, etc., and replenish as needed.
• Maintain lights/fixtures, replace bulbs as needed with items approved for museum use.
• Monitor and report promptly to supervisor signs of interior or exterior damage (e.g. loose plaster).
• Check buildings and grounds for security conditions requiring staff response.
• Assist with other maintenance and basic repair tasks as needed.
• Make arrangements with Amherst College Service Center for maintenance and repair tasks in consultation with supervisor.

Grounds (10%)
• Sweep walkways, verandas and porches regularly and before scheduled events to keep clear of snow, pollen, and dirt.
• Collect and dispose of litter as needed.

Program Support (5%)
• Assist in set-up and break-down for special public programs.
• Be familiar with the museum’s visitor experience and schedule to help respond to inquiries and questions

Other (5%)
• Perform other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:
The Caretaker communicates new or changed conditions to supervisor and other museum employees; coordinates cleaning/maintenance schedule with museum’s public program utilizing the shared Museum calendars; responds to requests for assistance; communicates with Amherst College Police and Facilities Service Center. External communication includes occasional interaction with public visitors and external vendors.

4. **Education:** (include certifications and licenses)
   Required:

   Preferred: High school or vocational diploma, or equivalent

5. **Experience:** (List specific skills necessary to perform this job)
   Required:
   - Demonstrated verbal and written communication skills including ability to follow to follow verbal and written instructions and keep a log of activities.
   - Strong customer service, organizational and time management skills.
   - Able to work independently.
   - Attention to detail.

   Preferred:
   - Previous cleaning or custodial experience.
   - Interest in museums, history, literature, Emily Dickinson

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Frequent lifting, carrying, pushing and pulling up to 40 pounds.
   - Repetitive motions including arms, wrists, fingers, hands and knees.
   - Visual – close concentration/manual dexterity
   - Frequent movement including reaching, bending, standing, walking ascending/descending stairs and ladders
   - Outdoor elements including exposure to fluctuations in temperature and weather conditions
   - Other exposures include dust, cleaning supplies, blood borne pathogens

7. **Decision Making:**

   Makes operational/tactical decisions following established guidelines/procedures/policies and work routines; decisions and actions are regularly reviewed by supervisor.
8. Supervision Exercised/Received:

The Caretaker works independently under moderate supervision. Reports to the program director and should address any questions, problems or issues to the supervisor as they arise. The Caretaker coordinates cleaning schedules and tasks with the Museum’s public schedule, and other programs and group tours.

Supervisory Responsibility: Yes __________ No X __________

Number of Employees Supervised: None ______