



## **Position Description Site Caretaker**

The LHHS Site Caretaker is responsible for providing specialized cleaning and maintenance services at Liberty Hall and the Orlando Brown House. Following approved historic house museum cleaning methods, the Site Caretaker is responsible for cleaning all exhibit rooms, public spaces, and office spaces. The Curator supervises methods to ensure proper methods are used.

The Site Caretaker helps LHHS achieve its mission to serve the public by preserving collections and sharing stories that illustrate urban life in early Kentucky, examining the contributions of Senator John Brown and his family, and demonstrating the ways in which the people and customs of the past relate to the world today.

The Site Caretaker answers to the Executive Director and Curator.

### **Essential Functions:**

- The Site Caretaker is trained in the correct handling and cleaning of artifacts
- The Site Caretaker uses approved cleaning products, equipment, and methods following museum standards. These standards will be clearly communicated by LHHS Staff.
- Provides cleaning to visitor service areas, office work areas, restrooms, and staff kitchen on a regular basis
- Reports to Curator any damage or deterioration of artifacts
- Reports to Executive Director any damage or deterioration of the historic fabric of the buildings
- Removes trash, vacuums & mops floors, and cleans all flat surfaces - including tops of display cases, stairs, and bookcases in library
- Maintain and keep organized cleaning tools and materials
- Purchases needed cleaning equipment and supplies
- Consults with Curator or Executive Director on special cleaning projects
- Attends periodic meetings with LHHS staff
- Takes advantage of professional development opportunities

### **Schedule:**

Part Time – 4.5 hrs. per shift, two shifts per week. Total of 9 hours per week. (This is flexible)

**Compensation:** \$15 per hour

### **Qualifications/Requirements:**

- High School Diploma or GED equivalent
- Able to stand and walk for extended periods of time, as well as easily handle sets of stairs



- Able to lift and carry 40 lbs.
- Possess strong communication skills
- Able to handle cash and various payment platforms
- Able to handle multiple tasks at one time

\*Custodial experience preferred but not required\*

Applicants must:

- Be committed to fostering an environment of diversity, equity, and inclusion while upholding the values, goals, and strategic initiatives of Liberty Hall Historic Site. Applicants are expected to be a positive addition to our internal culture of transparency, accountability, support, and innovation.
- Be well organized and detail-oriented.
- Be well suited to working with the public as needed.
- Be able to juggle projects with different timelines & deadlines with consistent communication throughout.
- Communicate in a timely manner and with complete transparency.
- Be willing to embrace and drive change with an open mind, a positive outlook, and the desire to learn