

**Maricopa County Historical Society
dba Desert Caballeros Western Museum**

Housekeeper

Part Time

Exempt (Y/N): N

Supervisor: Director of Facilities

I. Function of Position

Following American Alliance of Museums standards, maintain the appearance and cleanliness of the Museum, the Cultural Crossroads Learning Center, and Museum administrative building to the standards set by management.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. To include but not limited to dusting, polishing, general cleaning, washing windows, sweeping floors, operate and maintain provided auto floor cleaning machines, glass cleaning, trash removal, recycling, and restroom cleaning.
2. Establish and document a set routine for maintaining the cleanliness of the Museum, Learning Center, and Museum offices.
3. Document and alert the Director of Facilities about any hazardous or potentially hazardous situations that might injure a visitor, volunteer, or employee of the Museum.
4. Document and alert the Director of Facilities about any observed security issues related to the facility, the museum collection and exhibitions.
5. Maintain an adequate supply of products necessary to do the job. Regularly keep inventory of supplies and notify Director of Facilities when supplies need ordered.
5. Work cooperatively with the staff to ensure all needs are met.
6. Work within the budget guidelines for housekeeping.
6. Respond quickly to any concerns or suggestions involving housekeeping duties by the staff, volunteers, or patrons.
7. Maintain a friendly association with all staff and volunteers.

III. Position Requirements

A. Education

High school diploma or GED.

B. Work Experience

Prior experience in a hospitality environment or related field. Experience in a cultural facility highly desirable.

C. Knowledge, Skills and Abilities

1. General knowledge of housekeeping functions.
2. Ability to work in a team environment.
3. Ability to work during the hours available for cleaning.
4. Flexibility on schedule when special events require additional attention.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a criminal background check.

E. Working Conditions

Office, retail store, and museum gallery environment; non-standard hours generally between 5:00 a.m. and 10:00 a.m. with additional evening and weekend hours possible. The noise level in the work environment is usually low to moderate. Must be able to lift 50 pounds.