GETTYSBURG FOUNDATION	DATE PREPARED OR REVISED 10/15/15	FLSA CLASSIFICATION Non Exempt ORGANIZATION LEVEL Service
Position Title Custodial 1/ Historical Housekeeper Part Time	Department Custodial	Reports to Custodial Manager

Position Summary

Clean & stock all facilities on the designated GNMP & GF properties, cleaning and recording of artifacts.

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Clean restrooms, floors, glass, ledges, pictures, exhibits, windows within reach, refrigerators, counter tops, shelves, walls, lights, anything else within the Facilities within a safe distance without harm to the employee
- Safely use, maintain and operate equipment and chemicals used in custodial operations.
- Responsibilities also include all maintenance on equipment used to perform the job
- Empty all trash and recyclables.
- Log artifact cleaning and conditions at Eisenhower site to keep track of items and conditions.
- Use correct judgment and established procedures/techniques when working with chemicals
- Follow all safety procedures to protect the employee and visitors.
- Follow all policies for GF and the Custodial Dept.
- All log books are to be completed daily

THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHERS

THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Perform other related duties as requested.

EDUCATION/SPECIAL SKILLS/EXPERIENCE:

Ability to do physical aspects of the position. Ability to learn equipment use and maintenance. Ability to maintain logs and records. Sensitivity to historical facilities and artifacts and their care. Must have valid driver's license.

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

Ability to use Cleaning equipment.
Ability to lift, carry, climb, sit, etc., lift 20 lbs or greater, flexibility to bend, stretch, walk & be on your feet the greater part of the day

This position description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. The Gettysburg Foundation retains the discretion to add to or change the duties of the position at any time with or without notice.

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Employee Acknowledgement *Date* *Supervisor Acknowledgement* *Date*