

**Museum Custodial Technician
POSITION DESCRIPTION****POSITION CONCEPT**

Under the direction of the Museum Maintenance Technician, this position will perform the tasks assigned to provide a clean, positive and customer friendly museum experience for visitors and staff. The duties and services performed shall be in accordance with the policies and procedures of the Philmont operations. This position reports directly to the Museum Maintenance Technician, who reports directly to the Director of Museums. While on Philmont property, the Museum Custodial Technician will act as an official representative of the National Scouting Museum and Philmont Scout Ranch.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Be part of a team wherein each staff member cheerfully shares the work load and develops a positive attitude for the job at hand.
- Provide excellent customer service to all visitors, staff, and participants.
- Thoroughly clean the museum facility daily including; lobby, exhibit halls, gift shop, restrooms, library and meeting rooms.
- Clean entrances and exits when needed.
- Assist with maintaining an adequate inventory of cleaning supplies and paper products.
- Report any incident of theft, damage, or needs repairs to the Museum Director.
- Be aware and supportive of other department functions and responsibilities.
- Ensure proper care of office equipment assigned for use.
- Be able to lift and handle materials up to 40 pounds.
- Assist with special projects and other Philmont Scout Ranch functions when asked or assigned.

For more information about the Philmont Museums please visit:

www.philmontscoutranch.org/Museums

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