



## HERITAGE·HILL

STATE HISTORICAL PARK

### JOB SUMMARY: VOLUNTEER CUSTODIAN HELPER

It's important to staff at Heritage Hill State Historical Park that we present a clean and well-tended park to visitors. But with 56 acres and 27 buildings this can be tough, and we depend on volunteers like you to help us keep this community resource looking its best!

As a team member of Heritage Hill State Historical Park, you will help build a positive working environment as well as inspire, transform and build our community through exceptional cultural and historic experiences. Under the general supervision of the Director of Operations. The Volunteer Custodian helper provides principal support and assures seamless functioning of the (Restoration/Maintenance Department).

### PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Dependability - adhere to prescheduled work times and dates.
- Adhere to specific cleaning instructions.
- Work safely and adhere to Heritage Hill procedures.

#### Key Responsibilities:

- Maintain the park's picnic tables with light repairs.
- Maintain the park grounds free of litter.
- Maintain clean picnic areas by washing tables.
- Monitor recycling and trash receptacles throughout the park.
- Assist with general interior and exterior building cleaning.

#### The Length of Appointment: May 1<sup>st</sup> to October 1<sup>st</sup>

- **Time Commitment:** Minimum of 6 hours/week, flexible scheduling, however scheduling in advance is highly preferred.
- **Working Outdoors:** 7:00am start time preferred.

#### Qualifications:

- Positive attitude required to maintain effective working relationships with volunteers and staff.
- Ability to represent the organization in a professional and positive manner.
- Safe operation of assigned equipment with physical agility, optical, auditory, and manual dexterity.
- Ability to lift up to 50 pounds as necessary.

**Support:** Safety training pertaining to this position will be conducted by staff.

**Age Requirement:** 18+

**Dress Code:** Sturdy shoes, presentable and appropriate clothing for the type of duties described.