Jefferson County Historical Society

Custodian and Handy person
15-20 hours per week, $18/hour

JCHS’s Mission

Through collections, research, exhibits, and programs, we bring people together to share, learn, and be inspired by Jefferson County arts and heritage.

Position Overview

Our Custodian and Handy person is the primary staff person responsible for Jefferson Museum maintenance and gallery cleaning. Responsibilities may expand to other JCHS managed sites (historic houses and Research Center) after a 30-day trial period. Reports to Executive Director.

Responsibilities

Regular duties include:

- Sweeping, vacuuming, mopping, and dusting
- Cleaning offices
- Post–event cleaning
- Interior and exterior window cleaning
- Handling museum trash and recycling
- Regular specialized cleaning of galleries and historic spaces
- Occasional deep cleaning and organization of supplies

Duties for special and one–off maintenance projects may include:

- Interior patching and painting
- Exhibition installation
- Moving file boxes, Museum Shop inventory, and furniture within museum spaces
- Mowing and light groundskeeping
- Working from heights

Work Hours & Benefits

Proposed regular hours are evenings starting at 4:30 PM, Thursday through Sunday after the Jefferson Museum closes to the public. Schedule may be adjusted as needed outside of museum open hours. Additional hours may be needed and available upon approval as projects and funding allows.

This part–time hourly position is continued at–will and subject to a 30–day trial period, available funding, and performance.

This position receives state–mandated 1 hour of paid sick leave (accrual) for every 40 hours worked and up to 12 weeks paid family and medical leave.
How to Apply

Submit a resume to director@jchsmuseum.com with Custodian in the subject line.

EEO Statement

JCHS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, gender, sexual orientation, religion, national origin, differing ability, pregnancy, or any other aspect of a person’s unique identity.