**Position Title**: Historical Housekeeper  
**Department**: Visitor Operations  
**Reports to**: Custodial Manager with direct supervision by the Eisenhower Site Manager

**Position Summary**: Cleaning and recording of artifacts within the Eisenhower Historic home.

**THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**
- Conducts regular and routine maintenance of museum exhibits, covering over 20,000 square feet in accordance with professional museum principles and practices.
- Provides general care for historic objects already in the park’s collection. Activities include the cleaning, identifying preservation needs and recommending additional actions. Performs routine cleaning of objects as directed and according to established standards.
- Clean restroom within the historic home.
- Safely use, maintain and operate equipment used in housekeeping operations.
- Responsibilities also include all maintenance on equipment used to perform the job.
- Empty all trash and recyclables within the historic home.
- Log artifact cleaning and conditions at Eisenhower site to keep track of items and conditions.
- Follow all safety procedures to protect the employees and visitors.
- Follow all policies of the Gettysburg Foundation and National Park Service.
- Assist with the installation, repair and rehabilitation of exhibits.

**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 and 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**  
**Supervisor Acknowledgement**