

## **Job Description**

### **Historic Housekeeper Enfield Shaker Museum**

**Classification:** Full-Time, Non-Exempt  
**Reports to:** Executive Director  
**Evaluated by:** Executive Director

#### **Position Summary**

The Historic Housekeeper's primary role is to ensure a high quality of cleanliness and orderliness throughout the Enfield Shaker Museum site.

#### **Primary Duties and Responsibilities**

- Develop housekeeping monthly plan, including the identification and scheduling of routine and special housekeeping projects
- Maintain regular schedule of cleaning the Great Stone Dwelling's public areas (front and back entry/porch areas, dining room, meeting room, hallways, public restrooms)
- Maintain regular schedule of cleaning of the Great Stone Dwelling's production/workspaces (kitchen and laundry room), including dishwashing when necessary
- Cleaning, inventorying, and preparing retiring rooms as needed
- Schedule and undertake cleaning of other buildings as needed (Mary Keane Chapel, Stone Mill, Brethen's East Shop, and Laundry/Dairy)
- Inventory and order linens, cleaning supplies, and other necessities
- Supervise linen, rug, and housekeeping supplies deliveries
- Launder cleaning textiles and bed linen as necessary; maintain laundry facilities
- When required, assist in event-related preparation and teardown
- Identify equipment, materials and techniques for carrying out housekeeping tasks
- Monitor the effectiveness of environmental controls
- Heed Curator's advice on cleaning/caring for historic fabric in each building, using specialized cleaning products and tools as required
- Supervise other part-time or temporary housekeeping staff
- On-call on nights and weekends when guests are booked in the Great Stone Dwelling
- Assist other staff members when required by Executive Director, including working at events
- Work schedule flexibility to support evening and weekend events
- Other duties as assigned

#### **Work Environment**

Varying sizes of interior spaces with varying contents in historic buildings.

#### **Physical Demands**

- Ability to lift 30 to 40 pounds and climb stairs

#### **Work Experience and Skills Requirements**

- Housecleaning experience
- Ability to schedule cleaning regimens according to institutional needs and turnover in retiring rooms
- Ability to operate cleaning equipment (vacuum, upholstery cleaners, industrial dish washers, etc.)
- Successful implementation of cleaning protocols to deter/prevent deterioration to site's historic fabric
- Problem-solving skills

### **Educational Requirements**

High School Diploma or GED equivalent required. One (1) to five (5) years' experience in housekeeping or custodial work a plus. Non-profit experience a plus.

### **Competency Requirements**

- Supportive and respectful of coworkers and communities the Museum serves
- Ability to work independently and collaboratively
- Detail-oriented and organized
- Interpersonal and communication skills
- Problem-solving skills
- Flexibility
- Reliability

### **Hours**

Forty (40) hours per week. Some nights and weekends required.

**New hires are subject to review within three months of hiring date.**

**Annual Review required.**