

## POSITION DESCRIPTION

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<b>Position:</b>	Museum Custodial Staff
<b>Department:</b>	Museum
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Chase Ranch Maintenance Staff
<b>Desired Availability:</b>	May 20 – August 22

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C ) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

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.

### Primary Duties & 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.
- Assist with special projects and other Philmont Scout Ranch functions when asked or assigned.

- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision.

### Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>  
Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 11/15/2024