

# Archives Custodian

Position works with Archives and Collections Staff to preserve Steele County history by helping to maintain cleanliness of collection storage facilities.



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## **DUTIES:**

- Vacuuming, dusting, etc. research room, Archives Storage 1 and 2, volunteer work room, receiving area, and hallway
- Keep records of cleaning done according to SCHS standards

## **LOCATION:**

Work must be completed on the Steele County History Center premises.

## **TIME COMMITMENT/REGULARITY:**

Minimum 1-2 hours sessions during regular business hours of the History Center. Regularity may vary per person, from one time assistance to regular weekly involvement.

## **SKILLS:**

- Attention to detail
- Ability to stand for length of time
- Ability to use vacuum and mild cleaners
- Ability to lift 10-20 lbs.

## **TRAINING:**

- Equipment and cleaners
- SCHS cleaning standards

## **CONTACTS:**

- Dan Moeckly, Archives Manager, [daniel.moeckly@steelehistorymuseum.org](mailto:daniel.moeckly@steelehistorymuseum.org)
- Robyn Ladd, Archives Assistant, [robyn.ladd@steelehistorymuseum.org](mailto:robyn.ladd@steelehistorymuseum.org)