

Sumter Museum JOB DESCRIPTION

Position: Facilities and Grounds Assistant

The Facilities and Grounds Assistant works under the Facilities and Grounds Manager to maintain Sumter Museum's historic and non-historic buildings and grounds. This position will perform minor maintenance repairs, complete janitorial duties, and assist with landscaping.

Essential Duties

Building Care

- Assist the Facilities and Grounds Manager with the maintenance and cleaning of all Sumter Museum facilities. The museum complex consists of the 1916 Williams Brice House, modern Heritage Education Center, historic barns, Britton Building, six small buildings associated with the Carolina Backcountry Homestead, Carnegie Library, and Temple Sinai Jewish History Center.
 - This includes, but is not limited to, these duties at all sites:
 - Perform janitorial duties necessary in common areas and bathrooms. Sweep and mop floors, clean glass, and empty trash.
 - Set up and break down tables and chairs for events held at the museum.
 - Perform limited plumbing and carpentry repairs.
 - Paint buildings as needed.
 - May be asked to assist with the moving of collection pieces and exhibits.

Grounds Care

- Under the Facilities and Grounds Manager's supervision, maintain gardens and grounds upkeep.
 - This includes, but is not limited to, these duties at all sites:
 - Mow lawns, trim weeds, and rake leaves as assigned.
 - Blow sidewalks.
 - Pick up and remove trash prior to mowing a designated area.
 - Trim bushes, shrubs, and hedges.
 - Prepares soil and plants flowers, bushes, hedges, or shrubs as directed.
 - Plants trees and prunes them when necessary.
 - Keep properties free of limbs and other debris.
- Assists Facilities & Grounds Manager with other duties as assigned as appropriate to the position.
- Adhere to Sumter Museum's Personnel Guidelines.

Skills, Knowledge, and Ability

- Experience with building maintenance and landscaping preferred.
- Basic knowledge of carpentry, plumbing, and painting.
- Must be able to climb ladders and stairs.
- Must be able to lift 50 pounds and to work outdoors.
- Must pass background check.

HOURS: 20-25 hours per week. Flexible schedule. May be asked to occasionally work night or weekend events.

WAGES: \$12-15 per hour.

Reports to Facilities and Grounds Manager.

TO APPLY: Submit resume to Annie Rivers at arivers@sumtermuseum.org