

COMMUNITY SERVICES – STUDENT MUSEUM ATTENDANT

Summary: Manages the day to day operation of the Seguin Museum.

Location: 3 Museum Road & 15 Humphrey Drive, Seguin Township

Department: Community Services

Reports To: Manager of Community Services

Last Updated: December 5, 2017

Tasks:

Administration

1. Catalogs the contents of the museum in order to create a computerized database.
2. Collects and records donations.
3. Documents the sales of items to visitors.

Customer Service

4. Welcomes visitors and provides information about the building, the exhibits and the surrounding area.

Other

5. Provides general maintenance to the building, gardens and grounds.
6. Complies with Seguin Township policies and procedures.
7. Performs other related tasks as assigned by management.
8. Follows all Health and Safety Regulations.