

MILLMERRAN & DISTRICT HISTORICAL SOCIETY INC

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VOLUNTEER ROLE DESCRIPTION

CLEANER - GENERAL & SPECIALIST

Role description for a Volunteer Cleaner at the Millmerran Museum, with additional descriptions for volunteers with specialized training in artifact and textile cleaning:

Position Summary:

The Volunteer Cleaner at the Millmerran Museum plays a vital role in ensuring the cleanliness and welcoming atmosphere of the museum. This includes maintaining public areas, restroom facilities, and specific museum spaces, contributing to a positive experience for visitors.

Primary Responsibilities:

- **Restroom Cleaning:** Regularly clean and sanitize restroom facilities, including toilets, sinks, mirrors, and floors. Replenish supplies such as soap, toilet paper, and paper towels as needed.
 - **Entrance and Common Area Maintenance:** Keep the main entrance, hallways, and common areas clean by sweeping, mopping, and dusting. This includes cleaning glass doors, windows, and display cases for a spotless presentation.
 - **Floor Care:** Sweep, vacuum, and mop floors in the museum's primary buildings to maintain a clean environment. Remove scuff marks, address spills promptly, and report any floor maintenance needs.
 - **Surface and High-Touch Area Cleaning:** Wipe down and disinfect high-touch surfaces such as door handles, handrails, counters, and exhibit cases.
 - **Kitchen Cleaning:** Clean kitchen counters, appliances, and floors. Ensure that the kitchen remains hygienic and well-organized by washing dishes, emptying trash, and wiping down surfaces.
 - **Trash and Recycling:** Empty all trash and recycling bins throughout the museum, dispose of waste appropriately, and keep waste areas clean and odour-free.
 - **General Tidying:** Assist with general tidying as needed, such as arranging chairs, straightening exhibits, and ensuring a tidy appearance throughout the museum.
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Additional Description for Artifact Conservation Cleaning

Specialized Artifact Cleaning Volunteer

For volunteers with professional cleaning training for sensitive materials:

Position Summary:

In addition to standard cleaning duties, this role involves the safe cleaning of old journals, paper artifacts, and delicate objects. Volunteers in this role use professional techniques to protect and preserve these items while maintaining their historical integrity.

Specialized Responsibilities:

- **Paper Artifact Cleaning:** Gently clean and dust old journals, books, and paper artifacts. Use appropriate conservation materials, such as soft brushes, micro-vacuums, and archival gloves, to avoid damage.
 - **Delicate Object Dusting:** Safely dust and clean fragile artifacts, such as ceramics, glass, and small decorative items, using tools and techniques that minimize the risk of scratches, abrasion, or chemical damage.
 - **Inventory and Condition Reporting:** Record and report the condition of artifacts before and after cleaning, documenting any visible changes or concerns to museum staff.
 - **Handling Procedures:** Follow strict handling and cleaning procedures for historical artifacts to preserve their condition. This includes using designated workspaces, protective coverings, and conservation-approved materials.
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Additional Description for Textile Conservation Cleaning

Specialized Textile Cleaning Volunteer

For volunteers trained in textile conservation techniques:

Position Summary:

This role involves the conservation-focused cleaning and preparation of historical textiles for display or storage. Volunteers will use techniques designed to preserve textiles' integrity, taking care to protect fabric from degradation.

Specialized Responsibilities:

- **Textile Preparation and Cleaning:** Dust, gently vacuum, and clean historical textiles, such as clothing, flags, or tapestries, using conservation-approved methods. These may include freezing, using low-suction vacuuming, textile brushes, and pH-neutral cleaning agents.
- **Assessment and Documentation:** Inspect textiles before cleaning to assess their condition. Document any areas of concern, such as fraying, discoloration, or previous repairs, and report findings to the museum's executive.
- **Storage Preparation:** Prepare textiles for storage by folding or rolling them in acid-free tissue paper and placing them in archival boxes or storage bags and/or calico sewn bags. Label items clearly with Acquisition number, donor name and any story attached to the item.
- **Display Preparation:** Assist in preparing textiles for display, including safely mounting, framing, or positioning items to prevent stress on fibers and fabrics.

- **Environmental Control:** Monitor and report on the storage and display environment (temperature, humidity, and light exposure) to help preserve the condition of historical textiles.

These roles help protect the museum's collection while maintaining a clean and welcoming environment for visitors. Volunteers in specialized cleaning roles work closely with the Volunteer Co-ordinator to ensure artifacts and textiles are preserved for future generations.