



**Job Title:** Cleaning Position  
**Reports to:** Buildings and Grounds Manager  
**Job Terms:** Non-Exempt, 3-6 hours per week  
**Updated:** March 2026

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The Cleaning Position is primarily responsible for the regular cleaning of public restrooms, general Museum campus cleaning, and specialized exhibit and collections cleaning. Duties include but are not limited to the following:

- Provide general cleaning for public areas on the Penobscot Marine Museum campus including Old Vestry, Whitcomb/Pendleton, and the Library/Gallery.
  - Thoroughly clean public restrooms in all three buildings.
  - Refill toilet paper rolls and paper towels.
  - On a rotating basis, vacuum, sweep, and mop floors, including public areas, office areas, and the library reading room.
  - Dust and clear cobwebs from corners.
  - Clean Library/Gallery kitchen and Whitcomb/Pendleton break room area, as needed.
  - Dust tables in the library reading room.
  - Track cleaning supply inventory and arrange for reordering.
- Provide occasional cleaning for additional campus buildings, exhibits, and collections storage.
  - Clean exhibit buildings prior to opening, including vacuuming, sweeping, mopping, and dusting.
  - Clean bathrooms in Duncan and in exhibit buildings, as needed.
  - Work under the supervision of the Curator to clean exhibits and collections storage areas on an annual rotation.

### **Posting**

Penobscot Marine Museum is seeking a part-time, year-round cleaning person to help create a clean and welcoming environment for museum visitors. Duties will include vacuuming, sweeping, dusting, cleaning restrooms, and stocking paper goods, with a focus on areas most used by museum visitors. Cleaning experience is preferred, and reliability is required. The position includes six regularly-scheduled hours per week from May through October and three regularly-scheduled hours per week for the remainder of the year. Pay is \$18 per hour. The museum will provide all cleaning products.

To apply, please send an email to indicate your interest and qualifications to Karen Smith at [ksmith@pmm-maine.org](mailto:ksmith@pmm-maine.org).