

Place of Performance:

The work to be performed under this contract will be at US Calvary Museum and 1st Infantry Division Museum, Ft. Riley, Kansas.

Job Duties, include but not limited to:

General/ Summary

- Lock and unlock buildings 205, 207, and Custer House.
- Answer all telephonic inquiries in a professional manner and route calls to appropriate staff.
- Provide basic museum and installation information to patrons.
- Monitor restrooms for building 205 & 207. Restock toilet paper, paper towels and soap as needed.
- Monitor the exhibit galleries in buildings 205 & 207 and police any paper or trash that may accumulate in these areas.
- Check and clean case glass of all fingerprints and/or smudges.
- Conduct walkthrough to ensure exhibit galleries security.
- Maintain appropriate levels of informational materials.

Specific Tasks: Museum Receptionist

- Answer and respond courteously to telephonic inquiries and refer calls to appropriate person. Be familiar with Government phones, utilizing flash, hold and redial. Respond to personal and telephonic inquiries pertaining to basic information on the Museum operations.
- Assist museum patrons with basic questions about museum exhibits, location of basic services involving dining locations and other support.
- Provide security services, as required, to include locking and unlocking rooms, and ensuring utilities (lights, air conditioning, and heat) and equipment are turned off when not in use.
- Conduct a walkthrough of exhibit galleries each thirty minutes to ensure physical security of exhibits located in Bldgs. 205 and 207.
- Monitor museum galleries at other times through museum security equipment located in the museum administrative offices, Bldg. 205.
- Ensure knowledge of emergency procedures in case of medical, fire and/or weather emergency.
- Contractor shall not use museum phones or computers for conducting personal business.
- Report environmental, safety or security problems to the Museum staff and/or COR as appropriate.
- Prior to contract start date the Contractor shall become familiar with all materials/exhibits in the Museum Division.
- The Contractor shall tabulate visitation at the Cavalry Museum.

- Publicity, including the briefing of Commanders of military units, will be the responsibility of the Government.
- The Contractor shall comply with Government directives which establish uniform policies governing smoking in all Government facilities.
- The Contractor shall monitor the restrooms in Buildings 205 and 207 and restock toilet paper, paper towels and soap as needed.
- The Contractor shall monitor the exhibit galleries in Buildings 205 and 207. The Contractor shall police any paper or trash that may accumulate in these areas. The Contractor shall also check and clean case glass of all fingerprints and/or other smudges.