

Duties of Operations Workers at Museum (Exhibit A)
Museum Opening/Closing
Turn on/off alarm system
Unlock/lock the front entrance doors and bottom entrance door
Turn on/off the ADA handicap automatic door switch
Put out and bring in fold out signs in front of the entrance on Washington St and on the sidewalk along Levee St
Turn on/off the Mississippi River Model (Stays off during winter months)
Turn on/off museum lights
Turn on/off master switch at front desk to turn on all computer driven displays with electronics
Turn on/off the Mat Sinking Unit video
Check to make sure all displays are working properly
Feed the fish as needed and log the information on the aquarium data form
Lock/unlock back door near the stream table for access to the boat
Front Desk/Museum Floor Duties
Greet each visitor at the front desk
Have each visitor sign in on the JBLMRM log (unless visiting as a large group tour)
Inform visitors about the 12 minute video on USACE and the lower MS River
Inform visitors about the 1.5 minute video on the Mat Sinking Unit
Inform visitors on the location of the restrooms and that the MVMS IV has no working restrooms
Periodically check and make sure the brochure racks are full and handouts are available
Prepare for group tours as needed
Answer questions about the museum as needed
Assist visitors with working the displays as needed
Assist with special events as needed
Motor Vessel Mississippi IV
Lock/unlock the emergency exits all four decks the boat (A, B, C, Pilot House; Seven total)
Flip electrical breakers on/off on four decks of the boat (Engine Room, A, B, C; Five total)
Turn on/off light switch in the Pilot House and B Deck stairwells
Periodically check the emergency outside stairwell to make sure the door is not open
Periodically check the American Flag and Corps Flag. Make sure it is flown half-staff as needed

Perform minor general facility maintenance and janitorial services to ensure a clean, neat and presentable appearance at all times for the public, perform minor maintenance for the interior and exterior building, motor vessel and river model, and coordinate ongoing maintenance and repairs.