



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13480 Dowell Road, P.O. Box 99, Dowell, MD 20629

****SPECIAL NOTE:** we will likely hire two people to share this job and split the hours between them**

Title: **PT Housekeeper & Rental Supervisor** *deadline to apply June 26, 2015*

Hourly Rate: **\$10 - 12/hr** depending on experience; no benefits
During private rentals will earn hourly rate + generous gratuity

Regular Work Schedule: 21 hr/week
7 days a week, 7:00-10:00am each day, plus special events and rentals
Schedule will likely be split between two people

Immediate Supervisor: *Grounds Manager*

Interviews: July 1-3 **Training Period:** July 20-27 **Start Date:** July 27, 2015

How to apply: submit three professional references, a work history, and an Annmarie Employment Application (available at <http://www.annmariegarden.org/annmarie2/node/48>), to the above address, or email complete application packet to director@annmariegarden.org by June 26, 2015. Incomplete applications will not be considered. We will contact applicants that we wish to interview. We keep applications on file for 6 months and then they are destroyed. **Application deadline is June 26, 2015.**

Introduction: Annmarie Garden is known for having exceptionally clean bathrooms and public spaces. With this in mind, we are seeking a hard-working, friendly, and self-sufficient person who enjoys cleaning and organizing buildings and spaces, and will continue to make the garden a welcoming place for guests, staff, and volunteers. The position will likely be filled by two people who will split the hours between them. In addition, there are many opportunities to earn extra money during private rentals and events. The ideal candidate will have knowledge of safe and efficient cleaning products and practices, and experience cleaning commercial buildings.

Job Summary

Work involves cleaning the buildings at Annmarie Garden, including the Arts Building, the Studio School, the Brick House, and the Artist House/Ceramic Studio. Work requires ability to follow specific directions and guidelines. Requires person able to carefully operate around works of art, exhibits, studio equipment, and other delicate objects and equipment. May work alone or as part of a team. Meticulous, friendly, and responsible person desired. Annmarie Garden is a very hectic place to work, but with friendly and welcoming staff and volunteers.

Rental /Special Events Schedule: Annmarie Garden has a busy calendar of special events and private rentals. The Housekeeper is expected to sign up for the majority of our private rentals, as well as special events. Typically, rentals take place on Saturday evenings in the warmer months. The Housekeeper will train to become a private rental supervisor. Housekeeper is expected to work long hours during Annmarie special events including, Artsfest, Halloween, Garden In Lights, Fairy Festival, and others.

Essential Job Functions

Cleans restrooms, offices, galleries, classrooms, and storage rooms; replaces supplies as needed
Cleans all café tables and chairs; cleans patio furniture
Vacuums and sweeps carpets and other floor space

Sweeps sidewalks and patios around each building; waters potted plants;
May be asked to turn lawn sprinklers on and off on weekend days
Cleans ceramic tiles and stairwell
Cleans catering kitchen, kitchen equipment (ice machine), and appliances
Cleans all buildings according to specific set of instructions
Washes windows, walls, mirrors, woodwork
Cleans glass in doors and other areas
Works with Guest Services Coordinator to order supplies
Keeps supplies tidy and organized, and stocked as needed in each building
Cleans Clay Studio according to detailed procedures
May be asked to arrange tables, chairs, and equipment for programs
Monitors clay trap and coordinates cleaning with grounds staff
Cleans out drains & empties trash
Promptly reports any broken equipment or appliances
Monitors thermostats in each building to ensure they are set to proper temp; promptly reports any problems
When instructed, may help clean exhibit pedestals and other gallery props
Ensures there are trash cans and recycling bins in all buildings
Other duties as assigned

Rental Supervisor Duties

Housekeeper will train to supervise private rentals, and as such, will manage the Annmarie staff at rentals. This work requires someone who is polite and able to respond to the needs of our private clients (brides, grooms, etc) in a positive manner. Our rental business relies on word of mouth, so Rental Supervisor must always conduct themselves in a way that will reflect positively on Annmarie. Private rentals are tiring and often last into the late hours. Requires someone who can stack tables and chairs, and lift and carry large bags of trash and recyclables.

Other Duties

Decorates building for holidays and programs; helps with special event set up – inside and outside in all weather; lubricates locks and door hinges; other duties as assigned.

Knowledge, Abilities and Skills to—

Perform building cleaning work; understanding of cleaning supplies and equipment; follow oral and written instructions; Deals politely with the public

Experience, Training and/or Education

One year of relevant work experience; high school diploma or GED

Licenses or Certificates

Must have reliable transportation

Special Requirements:

Must be 18 years of age; may be subject to a background investigation; must be able to work carefully around works of art and special equipment; must be willing to learn special cleaning techniques; must be able to work weekends and evenings

Physical Demands:

Requires somewhat strenuous effort to perform manual work involving crouching, stooping, stretching, reaching, or lifting objects up to 50 pounds. Must be able to mop large expanse of floor and move and set up tables and chairs.

Unusual Demands:

Worker is exposed to dirt and hazards from working with waste material. May be required to work evenings, weekends, and holidays in addition to normal business operations.

Revised October 8, 2013; revised May 20, 2015