



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

Title: **Part-time Housekeeper** deadline to apply July 31, 2015

Hourly Rate: **\$10 - 12/hr** depending on experience; no benefits
(with option to work private rentals, which would include a generous gratuity)

Regular Work Schedule: **18-21 hr/week;** flexible work schedule *(with option to work private rentals)*

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 July 31, 2015. Incomplete applications will not be considered. We will contact applicants that we wish to interview. **Application deadline is July 31, 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; revised July 8, 2015