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

Title: **Grounds Assistant** (and Rental Staff) Deadline to apply: until filled

Hourly Pay Rate: $11-$12/hr (depending on experience); a gratuity is added when working private rentals

Hours: Part-time; 25-29 hours/week; no benefits

How to apply: submit an Annmarie Employment Application and three work references (application available at http://www.annmariegarden.org/annmarie2/node/48), to Annmarie Garden. P.O. Box 99, Dowell, MD 20620 or email complete application packet to jobs@annmariegarden.org.. **If emailing application, please note that ALL documents MUST be sent as pdf files; other file types will NOT be opened.** We will contact the applicants that we are interested in interviewing. Thank you!

Job Summary: Assists Grounds Manager with a variety of maintenance, housekeeping, and grounds-keeping duties. Helps to open and close garden; prepares garden for public visiting hours; assists with lawn and garden care and maintenance. Assists with special projects, including light carpentry, painting, and construction work. Assists with gallery and classroom set up; cleans bathrooms and offices; helps with programs and special events as needed. Assigned additional maintenance and repair duties as needed. Must be able to work independently and with little supervision.

Daily Responsibilities: Prepares garden for visiting hours- unlocks and locks gates, cleans buildings, empties all trash receptacles, blows off sidewalks, wooded path, and drive areas, keeps flower beds tidy and weed free, waters plants, mows and cuts grass. Assists Grounds Manager with landscaping and maintenance tasks as directed.

Rental /Special Events Schedule: Annmarie Garden has a busy calendar of special events and private rentals. Grounds staff are expected to sign up to work rentals, as well as special events. Typically, rentals take place on Saturday evenings in the warmer months. Annmarie special events include Artsfest, Halloween, Garden In Lights, Fairy Festival, and others. Grounds staff are expected to work some, if not all, of these events.

Other responsibilities: Assists staff with set up for exhibits, programs, classes, and special events; assists with special projects including light carpentry and related work; works special events and weddings as needed; other duties as assigned.

Experience, Training and/or Education: one year of relevant work experience; high school diploma or GED

Licenses or certificates: must have valid Maryland drivers license with good record

Special requirements: operation of garden owned equipment and vehicles. Subject to background investigation.

Physical demands: Requires daily strenuous physical effort to perform manual work involving walking over rough terrain, uneven terrain, repeated bending, climbing, stooping, stretching, reaching and lifting objects up to 100 pounds. Work requires climbing ladders, and using hand and power tools and operating various pieces of equipment. Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Subject to exposure to pesticides, other toxins, insect bites, stings, and disease pathogens. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed. Job requires the ability to work outside in all weather conditions, with excessive heat, cold, rain, dust, and dirt.

Equal Opportunity Employer *July 13, 2016*