



**Annmarie Sculpture Garden & Arts Center**  
**Koenig Private Foundation, Inc.**  
13470 Dowell Road, Solomons, MD 20688

**Title: Weekend Housekeeper & Special Events Staff**

**APPLY NOW!**

**Hourly Rate:** \$14/hr; no benefits

**Regular Work Schedule:** **Saturday & Sunday (late afternoon or early evening); 6-8 hours each weekend**  
PLUS Annmarie events, along with private rentals (which include a generous gratuity)

**How to apply:** submit an Annmarie Employment Application (available at <http://www.annmariegarden.org/annmarie2/node/48>), and 3 references to the above address, or email complete application packet to [jobs@annmariegarden.org](mailto:jobs@annmariegarden.org). Incomplete applications will not be considered. We will contact only those applicants that we wish to interview.

**Introduction:** Annmarie Sculpture Garden & Arts Center is seeking a hard-working, friendly, and independent person who enjoys cleaning and organizing buildings and spaces, and will continue to make the garden a welcoming place for guests, staff, and volunteers. In addition to the regular weekend work schedule, there are many opportunities to earn extra money during private rentals and events.

**Work Schedule:** there is some flexibility, but typically the regular work schedule is approximately **6-8 hours each weekend**, Saturday & Sunday late afternoon or early evening. Weekend Housekeeper also works private rentals and special events, which are typically on the weekends. For private rentals, will early hourly rate, plus a gratuity.

#### **Job Summary**

Work involves cleaning the buildings at Annmarie Garden, including the Arts Building, the Studio School, and the Artist House/Ceramic Studio. Work requires ability to follow specific directions and guidelines. May work alone or as part of a team. Meticulous, friendly, and responsible person desired.

**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.

**Essential Job Functions** - Cleans restrooms, galleries, and classrooms; 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; 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; Cleans Clay Studio according to detailed procedures; May be asked to arrange tables, chairs, and equipment for programs; Cleans out drains & empties trash; Promptly reports any broken equipment or appliances;

Ensures there are trash cans and recycling bins in all buildings; 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

**Special Requirements:** Must be 18 years of age; subject to a background investigation; must have a clean record; must be able to work some weekends and evenings; must have reliable transportation.

**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.

*Annmarie Garden is an equal opportunity employer.*