

Koenig Private Foundation – Annmarie Garden
P.O. Box 99, 13480 Dowell Road, Dowell, MD 20629 – Submit applications in person or by mail.

How to apply: Complete an Annmarie Garden job application form (pick up at front desk or download at www.annmariegarden.org), and submit an employment history and the name and telephone number of three professional references (references cannot be family members). Applicants may drop off application at front desk or use the US postal service to deliver application packet; please do not fax or email applications. We will contact applicants that we wish to interview. We keep applications on file for 6 months and then they are destroyed.

Title: **Part-Time HOUSEKEEPER & Rental Staff**
Hourly Pay Rate: \$9-\$11/hr (depending on experience)
Hours: Part-time; 12-18 hours/week; No benefits
Tentative Schedule: Tuesday (8am-Noon), Wednesday (8am-Noon), Sunday (9am-Noon).
(Please note that in the summer, the weekday start time shifts to 7am. During Garden In Lights, some hours will shift to evenings)

Rental /Special Events Schedule: Annmarie Garden has a busy calendar of special events and private rentals. Housekeeping staff is expected to sign up for some 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.

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. 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.

Essential Job Functions

- Cleans restrooms and drinking fountains and replaces supplies
- Vacuums and sweeps carpets and other floor space
- Cleans ceramic tiles and stairwell
- Cleans catering kitchen, kitchen equipment (ice machine), and offices
- Cleans all buildings according to specific set of instructions
- Washes windows, walls, mirrors, woodwork
- Cleans glass in doors and other areas
- Orders, stores, and replaces supplies
- May be asked to arrange tables, chairs, and equipment for programs
- Cleans out drains & empties trash

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; Deal 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 every Monday, as well as some evenings and weekends for special events

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.