



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

Title: Part-Time Housekeeper / Janitor

Hourly Rate: \$15-17/hr; part-time; no benefits

Regular Work Schedule: 10-18 hr/week:
Regular Schedule: Monday & Friday, 3-7pm
PLUS, sub for other housekeepers, as needed
All Annmarie [special events](#)
PLUS private rentals that include generous gratuity
Work includes some weekends and evenings

Introduction: Annmarie Garden 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 weekly work schedule, there are many opportunities to earn extra money as the housekeeping sub, and during private rentals and special events.

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 work all AMG special events and private rentals, which usually fall on evenings and weekends.

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

Working around art and sculpture:

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property. The janitorial staff must follow special protocols for cleaning and working around works of

art in the galleries and outdoor sculpture.

Experience, Training and/or Education

One year of relevant work experience; high school diploma or GED; must be 21.

Special Requirements:

Must be 21 years of age; may be subject to a background investigation; 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.

May 2024