



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

Title: Weekend Housekeeper

Deadline to apply: Feb 12, 2020

Hourly Rate: \$14/hr; no benefits

Regular Work Schedule: **Saturdays & Sundays; 4-7 hour shifts; flexible scheduling**
Option to work private rentals (which include a generous gratuity) and Annmarie events.

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. 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 and independent person to clean three buildings on the Annmarie campus. Schedule includes Saturdays and Sundays, with flexible hours, usually afternoons or evenings, but could be a late-night shift. In addition to the regular weekend work schedule, there are opportunities to earn extra money working private rentals and Annmarie events.

Regular Weekend Schedule: there is some flexibility, but typically the regular work schedule is Saturday and Sunday afternoon/evening.

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. Will usually be working alone. Must be able to follow a routine cleaning schedule. Must be meticulous, friendly, and have a clean record.

Rental /Special Events Schedule: Annmarie Garden has a busy calendar of special events and private rentals. The Housekeeper has option to sign up to work 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. Must deal politely with other staff and guests. Must be able to follow written and oral instructions.

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 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. Must work afternoons/evenings, weekends, and holidays in addition to normal business operations.

Annmarie Garden is an equal opportunity employer.