



**JOB TITLE:** Housekeeper  
**EMPLOYMENT CATEGORY:** Non-Exempt/Part-time (up to 25 hours/week)  
**COMPENSATION RANGE:** \$20 - \$23 per hour  
**DATE:** June 21, 2024  
**REPORTS TO:** Vice President, Preservation

### **ABOUT HISTORIC ANNAPOLIS**

The mission of Historic Annapolis (HA) is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark.

### **POSITION SUMMARY**

The **Housekeeper** is responsible for the daily (weekday) cleaning of HA's William Paca House and occasionally other properties managed and occupied by HA. Primary duties include the cleaning of museum rooms and objects on view at the William Paca House (training to be provided by HA Curator) and regular cleaning of the offices, public spaces, catering kitchen, and bathrooms in the building, cleaning before and after special events hosted by HA or private rentals, and other duties as assigned.

### **MAJOR RESPONSIBILITIES**

- Ensure the Paca House presents a positive and tidy image to the public through consistent and reliable housekeeping duties.
- Clean floors, bathrooms, and surfaces by sweeping, vacuuming, mopping, and dusting as needed to ensure daily sanitary environment at the Paca House.
- Empty trash cans in all offices, visitor, and kitchen spaces at the Paca House.
- Assist with cleaning and care of objects on view in the Paca House as directed by HA Curator.
- Track and order cleaning supplies and equipment as needed.
- Check for bug and pest infestation and report findings to supervisor and Curator.
- Report any maintenance problems, accidents, or damages to supervisor and Curator.
- Sweep outside entrances to minimize the debris coming into the house.
- Other duties as assigned.

### **DESIRED QUALIFICATIONS**

- A minimum of 3 years of work experience in cleaning or conservation
- Physically able to lift 30 lbs and stand on feet for extended periods of time

- Dedicated commitment to the philosophy and mission of Historic Annapolis
- Effective oral, written, and interpersonal communication skills
- Ability to deal tactfully and effectively with a diverse population of visitors and staff
- Ability to manage time and adjust to changes in the schedule of events when needed
- Ability to follow policies, procedures, and instructions to accomplish assigned tasks accurately and appropriately
- Demonstrates a desire and ability to function as a team player
- Knowledge of pest management and/or best collections care practices desirable but not required

### **EQUAL OPPORTUNITY EMPLOYER**

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a resume and salary requirements to Edona Hughes at [Edona.Hughes@annapolis.org](mailto:Edona.Hughes@annapolis.org) by July 22, 2024.