

AGECROFT HALL AND GARDENS EMPLOYMENT ANNOUNCEMENT

Agecroft Hall & Gardens is a 23-acre estate featuring a Tudor house originally built c. 1500 in England and transported to Richmond in 1926. Now a museum, the house is open to the public four to six days a week. For more information on Agecroft Hall, go to www.Agecrofthall.org.

Position Title: **MUSEUM HOUSEKEEPER**

Reports to: Business Manager

Job Summary: The Museum Housekeeper is a critical part of the Agecroft Hall & Gardens team and is responsible for providing any cleaning and maintenance services at the historic home museum. Using approved cleaning supplies and methods, the Housekeeper will clean reception areas as well as staff offices, kitchen, and restrooms throughout the museum. He/She/They will carefully monitor museum space for any maintenance needs or potential concerns. This position is not tasked with the specialized care and conservation of any items in the museum's collection.

Principal Duties and Responsibilities:

Follow museum housekeeping guidelines as outlined by the Business Manager for Agecroft Hall & Gardens, with special attention to the following duties:

1. Cleaning public spaces, such as reception areas, film room, stairs, education room, gift shop, and staff library.
2. Cleaning restrooms, staff kitchen, and office rooms.
3. Emptying all trash containers daily.
4. Maintaining inventory of cleaning supplies (paper towels, toilet paper, etc.) and notifying Business Manger when supplies are low or depleted.
5. Overall monitoring of museum space and maintenance needs to alert Business Manager or Curator.
6. Weekly dusting and removal of any cobwebs.
7. Vacuuming all carpeted areas, as needed.
8. Emergency cleanup and housekeeping, as needed.
9. Other duties as assigned.

Job Specifications: Must have relevant experience in professional housekeeping. Excellent interpersonal and communication skills required. Previous experience in a museum environment a plus. Strong work ethic. Attention to detail.

Working Conditions: Position requires walking, sitting and occasional lifting of equipment weighing up to 30 pounds. Ability to bend, stoop, stretch and spend time on one's feet. Must pass a background check.

This is a part-time position for 12 hours/week split into three or four shifts. One weekend shift required. Some flexibility in hours. The pay rate for this position is \$16.40/hour.

Agecroft Hall & Gardens is an equal opportunity employer.

How to apply: Send a cover letter and resume to Ms. Emily Cunningham at ecunningham@agecrofthall.com no later than January 17th.

Website: www.agecrofthall.org