Custodian

Position Summary: The Annapolis Maritime Museum & Park is seeking a Custodian to support the maintenance and the day-to-day operations of both the Museum’s campuses – the Museum Campus (Eastport) and the Park Campus (Ellen O. Moyer Park at Back Creek - Edgewood Road). This position will prioritize scheduled or needed sanitization activities, as well as complete general cleaning of all properties operated by the AMM. Job duties pertain to public and non-public spaces. This position works closely with all other departments to provide appropriate setups for programs, meetings, events, building rentals, and other functions. The Custodian maintains flexible hours, including weekends, holidays, and evenings as necessary. This is a 30 hour per week position, $13-15 per hour with benefits including 401(k).

Job Responsibilities:

The chief responsibility of this position is cleaning – this includes but is not limited to routine cleaning, deep cleaning, and COVID-19 related disinfecting procedures and processes.

- Sanitizes spaces and activities at both facilities on a set schedule and as needed, using a variety of tools, techniques and supplies.
- Completes all daily, weekly and monthly cleaning on schedule.
- Dusts off lighting fixtures, furniture, cabinets, display items and surfaces.
- Refills dispensers including paper towels, toilet paper, soaps, and hand sanitizer.
- Cleans and sanitizes all surfaces in public and private spaces.
- Services restrooms by cleaning, sanitizing using disinfectants and restocking all supplies.
- Clean and maintain safe hallways, staircases, offices, closets, and galleries, organized as necessary.
- Floors cleaned, swept, vacuumed, scrubbed, and mopped.
- Trash receptacles emptied, cleaned and relined.
- Clear and maintain safe exterior walkways and entrances using snow shovels or snow melting chemicals.
- Prepare facilities for rentals, events, meetings, and exhibits, including setup, and removal of tables, chairs, ladders, platforms and the like
- Maintain a friendly, and professional disposition with staff, customers, and guests.
- Perform routine janitorial duties such as carpet cleaning, touch up painting, floor buffing, and pressure washing.
- Perform various building maintenance activities such as fixing/adjusting doors, changing interior and exterior light bulbs, changing HVAC filters, and exterior building maintenance.
- Perform and/or oversee various landscape maintenance activities such as weeding, edging, sprinkler maintenance, pressure washing, etc.
- Perform other duties as assigned by Supervisor

Qualifications:

- Access to reliable transportation to both campuses
- Experience in building maintenance and/or park landscape
- Ability to read and follow written and oral instruction
- Ability to work unsupervised and make safe and responsible decisions
- Ability to safely operate a variety of hand and power tools and equipment related to the job
- Ability to lift 50 pounds
- Good references

To apply, please email curator@amaritime.org. Please no phone calls.