

## **Housekeeper**

### General Responsibilities:

Under the supervision of the Buildings & Grounds Supervisor, the Housekeeper responsible for cleaning and light maintenance of the three RIHS properties located in Providence: the John Brown House Museum (52 Power Street), the Research Library (121 Hope Street) and the Aldrich House (110 Benevolent Street). All three buildings are historic properties, and are open to the public for tours, research, rentals, and events, depending on the location. The sites therefore require regular cleaning and maintenance of building and site.

### Typical Duties:

At all buildings, performs routine cleaning tasks like vacuuming, cleaning bathrooms and kitchens, washing windows and floors. Remove trash from all sites daily, remove recycling bi-weekly or daily as needed.

With the Buildings & Grounds Supervisor and site staff, maintain supply lists for all Providence facilities.

### Events:

Assists Buildings & Grounds Supervisor in setting up meeting and event rooms including moving and assembling tables and chairs before and after events, meetings, lectures, weddings, etc. Events include the monthly RIHS Board meeting (usually at the Aldrich House) and Gallery Night (at the John Brown House Museum).

Position will also be responsible for assisting with set up for the 6-week Concerts Under the Elms Series at the John Brown House Museum (late June- early August).

### Lawns and Grounds:

Housekeeper will be expected to assist in maintaining grounds at the Providence sites by removing snow and ice as required, raking and bagging leaves, trimming grass, and removing trash from grounds.

### **Requirements:**

Familiarity with housekeeping, cleaning and maintenance, especially in historic buildings.

Familiarity with using and maintaining basic yard equipment (push mower, snow blower).

An appreciation for the Historical Society's mission to preserve the past is essential.

Valid driver's license and good driving record.

Good communication and diplomacy skills and familiarity with email or a willingness to learn.

Ability to balance competing priorities, internal and external pressures.

Must speak English.

**Reports to:** Buildings & Grounds Supervisor

**Typical physical requirements:** Frequent stand and walk, normal manual dexterity and eye-hand coordination; stoop, kneel, bend to pick up or move objects; corrected hearing and vision to normal range; strong communication skills. Lift items weighing up to 50 pounds. Bending and reaching, climbing ladders, operating lawn and snow removal equipment. Willingness to work in inclement weather.

**Pay Rate:** \$12/hour

**Benefits:** Paid holidays, sick leave and vacation time; employer contribution to health insurance, employer-paid AD&D insurance.

**Hours:** 25 hours per week, Monday – Friday. Hours may vary with events.

All offers are contingent on the successful completion of a pre-employment background screening and reference check.

**To apply:** Submit letter of application, resume, and names of three references by January 11, 2013 to:

Edouard Desjarlais, Buildings & Grounds Supervisor  
Rhode Island Historical Society  
121 Hope Street  
Providence RI 02906  
Email: [jobs@rihs.org](mailto:jobs@rihs.org)  
**NO PHONE CALLS.**