

## Employment Opportunity: Facilities Assistant

### About the Delaplaine

The Delaplaine Arts Center provides the Frederick region with educational opportunities and experiences in the visual arts through classes, exhibitions, and programs. Established in 1986, the Delaplaine is a dynamic nonprofit art education facility where visitors can view more than 50 exhibitions, participate in more than 200 classes and workshops, and experience dozens of engaging programs each year, reflecting our vision that “everyone deserves art.” The Delaplaine is located in historic downtown Frederick, Maryland, adjacent to Carroll Creek Park.

### About the Position

This is a part-time (20 hour/week), on-site position. The position schedule is flexible but expected to work at least one Saturday/Sunday day and one Monday–Friday evening per week. The Facilities Assistant is responsible for the daily maintenance and cleaning of The Delaplaine Arts Center facilities. The position reports to the Director of Operations.

### Overview of Responsibilities

- Dust and wet mopping
- Vacuuming
- Cleaning windows and doors
- Cleaning walls as needed
- Cleaning classroom sinks
- Cleaning and sanitizing restrooms
- Cleaning and sanitizing event hall catering kitchen and kitchenette
- Collection and disposal of trash
- Monitoring cleaning and paper supplies
- Light garden weeding as needed (in season)
- Washing, drying, and folding rental linens as needed
- Other tasks as needed, including:
  - Setting up/taking down tables and chairs for events
  - Moving items between basement storage and event hall
  - Washing tables and chairs
  - Cleaning and organizing storage areas
  - Painting touchups
  - Removing snow/ice from sidewalks
  - Trimming shrubs

## Requirements

The ideal candidate will live within an easy walking or commuting distance to downtown Frederick.

### Required

- Valid driver's license
- Able to move 50 lbs.
- Ability to understand and follow safety procedures and written and verbal instructions
- Organized with strong follow-through
- Ability to prioritize and multi-task
- Independent worker

### Preferred

- Minimum of (2) years janitorial, custodial, and/or cleaning experience

## Starting Salary

\$17.00/hour

This position does not include health or retirement benefits or paid leave. Parking stipend for the parking deck next door is available.

Send resume including (2) references and cover letter (as a single PDF document) to [artsnetwork@delaplaine.org](mailto:artsnetwork@delaplaine.org). **No phone calls or direct emails.** Applicants who do not provide the requested materials or follow the prescribed process will not be considered. Review of applications will begin after October 1, 2023. The position will remain open until the right candidate is found.

The Delaplaine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.