

## **The Beatrix Farrand Society Housekeeper Position Description**

The Beatrix Farrand Society (BFS) Housekeeper is a year round position reporting to the BFS Vice President. The Housekeeper is responsible for ensuring that the Farrand addition at Garland Farm is maintained in a manner that is clean, neat and visually satisfying for our employees, volunteers and visitors.

Open channels should be maintained with the Caretaker and activities coordinated, as required.

**The Housekeeper role for the Beatrix Farrand Society is defined as:**

Before opening for the season and prior to the first board meeting:

*Throughout, where needed:*

- Use Mr. Clean Eraser on scuffs marks.
- Windex glass in French doors, cupboards, framed art
- Send drapes to cleaners
- Wash, iron and re-hang curtains

*Entry, Library and Conference rooms:*

- Use duster around upper wall & corners to remove spiders, webs, dust
- Clean inside windows, sills and outside sills
- Wipe down all woodwork (baseboards, door & window frames, inside sills, doors)
- Dust/wipe surface of furniture, lamps, bulbs, all bibelots
- Pull drawers from dressers and - clean inside drawers, vacuum tracks and around feet for cobwebs, rodent leavings
- Remove books from shelves and clean shelves & dust books
- Vacuum floors and rugs
- Vacuum sofas and armchairs under cushions
- Wash exposed hardwood floor w/ Murphy Oil Soap and clean under rugs

*Bathrooms:*

- Use duster around upper wall and corners to remove spiders, webs, dust
- Clean inside windows, outside sills
- Wipe down all woodwork (baseboards, door & window frames, inside sills, doors)
- Wipe lighting and bulbs
- Scrub sinks, clean mirrors
- Vacuum and scrub floors

### *Kitchen:*

- Use duster around upper wall and corners to remove spiders, webs, dust
- Clean inside windows, outside sills
- Wash all dishes, pots, pans, utensils
- Wipe down all woodwork (baseboards, door & window frames, inside sills, doors)
- Wipe cabinet fronts and inside cabinets and drawers
- Clean appliances
- Wipe counters
- Clean sinks
- Vacuum & scrub floor

### *Attic:*

- *Use duster around upper wall and corners to remove spiders, webs, dust*
- *Clean inside windows, outside sills*
- *Wipe down all woodwork*
- *Vacuum floor*

### Weekly:

- Dust
- Wipe down kitchen surfaces (counters, sink, appliances, and cupboard fronts)
- Clean bathrooms (toilet, sink, mirrors, and tub)
- De-cobweb corners as needed
- Windex glass tabletop surfaces
- Vacuum and mop all floors

### Rotating throughout:

- A section of baseboard each week,
- Vacuum and dust behind furniture
- Dust library books
- Windex glassed art

### After closing for the season and after the last board meeting:

- Clean inside closets and library office
- Check drawers for paper, cloth items (store in plastic)
- Clean fridge and empty of perishable items
- Clean oven and stove
- Clean kitchen thoroughly (cabinets fronts and counters)
- Stow window seat cushions away from sun and windows (away from dampness)