



Position Opening: Kent-Valentine House Steward

Status: Part-time, 5 days a week, approx. 20 hours/week.

The Garden Club of Virginia seeks a House Steward to help operate its headquarters building, the Kent-Valentine House (KVH), which is a national historic landmark. Our team of 8 provides support to our members across the commonwealth, including hosting meetings and special events at the KVH.

Duties:

- Facilities Management
 - Regularly surveys house and grounds for routine and emergency maintenance. Makes minor repairs and/or submits service orders. Replaces light bulbs and batteries. Empties trash and recycling.
 - Maintains appropriate supply levels and inventories.
 - Maintains cleaning equipment. Uses proper care with chemicals and equipment.
 - Meets with service contractors/providers as needed.
- KVH Hospitality
 - Sets up and breaks down all meetings (tables and chairs configurations as requested by the Office and Events Coordinator).
 - Prepares and places beverages: coffee and coffee service, water, soda and ice and refreshes as needed.
- Housekeeping
 - Ensures that the house is always “company ready.”
 - Including but not limited to vacuuming/sweeping, mopping, dusting, washing dishes, and trash removal. Occasional silver and brass polishing. Launderers linens onsite.
 - Occasional assistance with transporting properties and supplies for GCV events off site.

Qualifications:

- Ability to safely lift and move furniture including valuable antique pieces.
- Team Player
- Helpful and Resourceful
- Courteous and Friendly
- Self-Motivated

Compensation: \$20 per hour

Send resume and cover letter to eyates@gcvirginia.org. No phone calls, please.

About the Garden Club of Virginia: Established in 1920, GCV is a nonprofit organization focused on conserving native beauty and preserving Virginia’s historic public landscapes. Today, GCV comprises 48 independent garden clubs with approximately 3,400 members throughout Virginia. The GCV offers educational programming in horticulture, conservation, floral design, photography, and other areas of interest for its members and the public. Since 1929, GCV has produced the country’s only statewide home and garden tour, Historic Garden Week, the proceeds of which have funded 129 landscape restorations at 50 properties throughout Virginia, a fellowship program in landscape architecture, and a variety of projects and programs at 29 of Virginia's State Parks. Visit gcvirginia.org to learn more.