Job Description: Custodian

Department: Maintenance

Reports To: Facilities Manager

Classification: Part-time, at will

Summary

This position is responsible for providing a clean and safe environment. Performs custodial duties including cleaning restrooms, locker rooms, office areas, windows, floors, disposal of all waste materials and recycling, etc. May perform routine inspections, construction and/or repair of misc. items as well as to perform room set ups/take downs as needed.

Qualifications

- Valid driver's license required.
- Must be 18 years of age or older.
- Must be able to pass pre-employment physical exam and drug screening.
- Must possess ability to take initiative with an excellent attention to detail.

Essential Functions

- Cleaning floors, sanitizing restrooms, common areas, emptying trash and recycling bins, washing windows and disinfecting high touch areas to ensure public health and safety.
- Inspecting facilities for cleanliness, damage or safety concerns.
- Monitoring supply levels and ensuring cleaning products are safely stored.
- Working with maintenance staff to coordinate repairs
- Facility laundry

Marginal Functions

- Performs other duties as assigned by supervisor.
- The District encourages its employees to "take ownership" of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All employees are responsible for implementing the policies & procedures that pertain to safety and health.
- Safety Coordinator should be responsible for ensuring that all employees follow the established safety rules.

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may lift fifty (50) pounds or less for medium to light work and fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.

Environmental Considerations

- May be exposed to all kinds of weather conditions.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must take initiative and be able to follow directions from and work with supervisors, and co-workers.

Hours & Wage Range

This position shall be paid every two weeks ($15-17/hour DOQ) and is classified as part-time employee status. Hours are flexible, but early morning/early afternoon preferred Monday-Friday, approximately 2-3 hours/day and 10-15 hours/week.

Contact

Send application to Jackee Ohlinger, Executive Director at johlinger@rochelleparkdistrict.org

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.