

FOSS PARK DISTRICT

TITLE: Part-Time Recreation Center Custodian

GENERAL STATEMENT OF DUTIES:

Responsible for the cleaning and routine maintenance of one or more Park District buildings. Includes such custodial duties as sweeping, mopping, dusting, stripping and waxing floors, sanitizing, washing windows, dumping trash and general repair.

DUTIES AND RESPONSIBILITIES

1. Follows routine cleaning schedule for all rooms within assigned building(s).
2. Sweeps, mops, cleans, sanitizes, washes, and dusts areas of building(s) on a regular basis.
3. Washes indoor and outdoor windows as needed.
4. Prepares building for programs, rentals, and other usages by setting up or taking down tables, chairs, and other equipment.
5. Operates custodial equipment such as buffers, vacuum cleaners or other motorized cleaning equipment as needed.
6. Handles general routine repair situations arising in assigned building(s).
7. Operates Park District vehicles to run errands, make purchases and transport supplies to and from building(s) as instructed by Supervisor.
8. Writes work orders for major repair situations or when other staff support is necessary and directs work orders to Supervisor.
9. Communicates with building staff and general public positively, answering questions and offering appropriate assistance when called upon.
10. Assist Executive Director in risk management to ensure that work performed and services provided are implemented in a safe manner.
11. Quarterly review and execute preventative maintenance plan.
12. Insure that all OSHA requirements are met. Maintain MSDS books in designated areas.
13. Perform other related duties as required or assigned.

HOURS:

Typical hours: Monday – Friday 6:30am to 12:00pm, some weekend hours as needed.

Knowledge and Abilities:

- Requires basic reading, writing, and arithmetic skills.
- Ability to organize work into effective routines.
- Ability to relate to and work well with people and staff.
- Must be handy, resourceful, ability to use tools, and have a good understanding of general repair.

Licenses:

- Valid Illinois Driver's License.

Physical Requirements:

Good physical condition; requires a significant amount of lifting and moving of heavy objects, and requires frequent walking and some climbing.

- Must pass a background check.
- Must pass a Pre-Employment physical examination & drug screening.