

## **Oak Brook Park District Job Description**

**Job Title:** Park District Custodian  
**Classification:** Part Time, Hourly  
**Salary Range:** \$10.00-\$15.00 per hr  
**Department:** Parks & Facility Services

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### **SUMMARY:**

The Park District Custodian is responsible for the janitorial maintenance of the any of the Park District facilities.

### **SUPERVISORY:**

The Park District Custodian reports directly to the Park & Facility Services Manager.

### **ESSENTIAL JOB DUTIES:**

- Communicate with Lead Custodian regularly on Park District matters.
- Keep Lead Custodian informed of any required facility or equipment repairs, and status of janitorial supply inventory.
- Clean and maintain to a high level all park district facilities. This includes but not limited to: sweeping and mopping hard surface floors, vacuuming carpets, washing walls, windows, counter tops, appliances and fixtures in addition to trash removal.
- Maintain the physical condition of the Family Recreation Center, the Racquet Club and Central Park West at a high degree of cleanliness.
- Set up and/or breakdown programming space as required by facility and recreational staff. This includes but not limited to: lifting and arranging chairs and tables, sports court set up and moving supplies.
- Demonstrate exceptional customer service skills in all communications.
- Support a quality loss control/safety program for the Park District.
- Perform small projects and repairs as needed.
- Perform any duties as assigned by the Facility Services Manager, Director of Park and Facility Services and the Executive Director.

### **MARGINAL FUNCTIONS:**

- Attend Park District meetings as necessary.
- Assist in the repairs of facilities and related equipment. This includes but not limited to: carpentry, electrical and plumbing.
- Assist Parks and Facility Services Department with snow and ice control, when necessary.
- Assist Recreation Department with Special Event set up.

### **PSYCHOLOGICAL REQUIREMENTS:**

- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.

- Must be able to deal with people under stressful and demanding situations.

**PHYSICAL REQUIREMENTS:**

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
- Drives a motorized vehicle to travel to different locations.
- Perform Lifting tasks up to 25 pounds

**ENVIRONMENTAL CONSIDERATIONS:**

The Park District Custodian is exposed to outside weather conditions when performing outside janitorial duties, snow removal duties or driving to another facility. Most activities are performed indoors in a controlled lighting and controlled temperature work area.

**HOURS:**

The Park District Part-Time Custodian is a part time position working a maximum of 19 hours per week. The scheduled work hours for this position are Wednesday-Sunday, 6pm to 10pm. This position will require night and weekend work, and the work hours will need to be adjusted accordingly.

**EDUCATION, EXPERIENCE AND TRAINING:**

A high school degree is required, with a minimum age of 18. One year of experience in custodial services is preferred. A valid Illinois State Driver's License (Class C) is also required. CPR and AED certification required. The training will be provided by the Park District.

The Oak Brook Park District is an Equal Opportunity Employer.