

Oak Brook Park District Job Description

Job Title: Park District Custodian
Classification: Full-Time, Non-Exempt
Department: Family Recreation Center

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 Superintendent of Facilities.

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 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.
- Perform small projects and repairs as needed.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Superintendent of Facilities, Deputy Director 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 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 Custodian is a full-time position working a minimum of 40 hours per week, including a half hour unpaid lunch. A standard work schedule will be provided. This position may require early morning, and possibly night and weekend work, and the work hours will need to be adjusted accordingly.

EDUCATION, EXPERIENCE AND TRAINING:

A high school degree is preferred, with a minimum age of 21. One year of experience in custodial services is required. A valid Illinois Driver's License is required. CPR/AED certification is required and training will be provided by the Park District.

The Oak Brook Park District is an Equal Opportunity Employer.