

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

**Job Title:** Park District Custodian  
**Classification:** Part Time, Non-Exempt  
**Department:** Facilities

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### **SUMMARY:**

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

### **SUPERVISORY:**

The Park District Custodian reports directly to the Superintendent of Facilities or Superintendent of Enterprise Operations, based on location of work.

### **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, Central Park West, and Tennis Center at a high degree of cleanliness.
- Set up and/or breakdown programming space as required by facility and recreation 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.
- 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 Lead Custodian, Superintendent of Facilities, Deputy Director, and the Executive Director.

### **MARGINAL FUNCTIONS:**

- Attend Park District meetings as necessary.
- Assist Parks and Recreation Staff with snow and ice control, when necessary.
- Assist Recreation Department with Special Event set up.

### **PSYCHOLOGICAL REQUIREMENTS:**

- Ability to work in a team atmosphere.
- Ability to maintain positive and effective relationships with department heads, supervisors, and other staff.
- 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.
- Drive a motorized vehicle to travel to different locations.
  - Perform Lifting tasks up to 25 pounds
  - Utilize Personal Protective Equipment (PPE) as required.

**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 part time position working at specified Park District facilities. The scheduled work hours for this position may include weekday and weekend shifts.

**EDUCATION, EXPERIENCE AND TRAINING:**

- High school degree
- Minimum age 18
- One year of experience in custodial services is preferred.
- Valid Illinois State Driver's License (Class D)

The Oak Brook Park District is an Equal Opportunity Employer.