

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

**Job Title:** Park District Custodian  
**Classification:** Part Time, Non-Exempt  
**Department:** Family Recreation Center & Tennis Center

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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 Lead Custodian.

### **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 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.
- Support a quality loss control/safety program for the Park District.
- Perform any duties as assigned by the Lead Custodian, Facility Manager, Director of Recreation and Facilities, 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 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
- 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 19 hours per week at the Family Recreation Center. The scheduled work hours for this position are weekday evenings, Saturdays and Sundays, including a half hour unpaid lunch. This position will 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 required, with a minimum age of 21. One year of experience in custodial services is required. A valid Illinois State Driver's License (Class D) is also required.

The Oak Brook Park District is an Equal Opportunity Employer.