

Lan-Oak Park District



Applications Accepted By:			
IN-PERSON, FAX, EMAIL: 708-418-0942 (Fax) 2550 178 th Street, Lansing (In-Person) sdesjardins@lanoakparkdistrict.org		MAIL: Sharon Desjardins Lan-Oak Park District 2550 178 th Street Lansing, Illinois 60438	
Job Title:	Custodian	Start Date:	As soon as possible
Department/Group:	Recreation/Fitness	Hours:	10-14 per week
Location:	Eisenhower Fitness & Community Center	Hours of Work:	Primarily evenings. Flexibility to cover vacations/absence of other employees (any shift)
Level/Salary Range:	\$15.50-\$16.50 per hour	Position Type:	Part-Time
HR Contact:	Sharon Desjardins	Date Posted:	November 11, 2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	When Filled
Job Description			
<p>BUILDING CUSTODIAN</p> <p>Under the direct supervision of the Superintendent of Recreation. The primary duty of the building custodian is to maintain the cleanliness of the entire Eisenhower Center including inside and outside the facility.</p> <p>QUALIFICATIONS</p> <p>Knowledge and experience in the custodial/ maintenance field are preferred.</p> <p>Ability to learn and perform standard maintenance procedures requiring the use of floor scrubbers, high-speed buffers, power washers, vacuums, and carpet extractors.</p> <p>Ability to learn and perform the fundamentals of floor stripping, waxing, and proper maintenance of floors and carpets.</p> <p>Ability to learn and perform pool and whirlpool maintenance duties like testing water quality, heater, and filter pump operations.</p> <p>The ability to set up class rooms i.e. setting up tables and chairs.</p> <p>Ability to learn and perform the facility security alarm system in order to open or close the facility at any time.</p> <p>Ability to communicate with the public and adequately represents the operations and policies of the Lan-Oak Park District.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Implement and instruct all facility safety procedures and guidelines.</p> <p>Ability to perform duties in the medium-heavy work level, lifting up to at least seventy-five (75) pounds. Other physical movements of the job would include but are not limited to stooping, climbing ladders, bending, and walking.</p> <p>Ability to use a variety of small hand and power tools.</p> <p>Ability to read, write and see the job tasks being performed.</p> <p>Assume other duties and responsibilities as assigned by their supervisors.</p>			

ENVIRONMENTAL CONSIDERATIONS

The custodians will be exposed to weather conditions including extreme heat, cold, snow, rain, and ice.

Activities performed indoors the custodians will be exposed to normal building environment situations i.e. lighting, temperature, etc.

The custodian will also be exposed to various chemicals i.e. chlorine, sodium bisulfate, various cleaning agents and fuels.

DUTIES

Responsible for performing all tasks to maintain the cleanliness of the locker rooms, bathrooms, classrooms, hallways, gyms, pool, whirlpools,

Performing day-to-day cleaning operations i.e. disinfecting, dusting, mopping, and washing windows.

Responsible for performing maintenance duties such as changing light bulbs and snow removal.

Responsible for testing chemicals in the pool and whirlpools.

Follow guidelines and procedures for proper use and maintenance of cleaning products and equipment.

Relay any custodial concerns, questions, suggestions, and comments to their supervisor.

Continue to improve and expand ideas in custodial and maintenance areas with their supervisor.

Contribute to a positive working environment through cooperation with other employees.

Implement Lan-Oak Park District rules, regulations, and personnel policies.

Performing other office duties as requested by the Superintendent of Recreation relating to the Recreation Division.

EDUCATION AND EXPERIENCE

Knowledge in the custodial field is preferred, although not essential.

High school diploma or G.E.D. equivalent.