

FACILITY CUSTODIAN

POSITION: Custodian

DEPARTMENT: Facility Operations

REPORTS TO: Facility Operations Manager/Recreation Manager

FLSA CLASSIFICATION: Non-Exempt

REVISION DATE: September 2021

Salary Range: \$30,000-\$34,000

Deadline: Open until filled

SUMMARY

Under supervision of the Facility Operations/Recreation Managers, the Facility Custodian provides a variety of semi-skilled work to include cleanliness, sanitation and light maintenance of Park District indoor/outdoor facilities and related property grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Rustad Duties:

- Maintain facility/grounds in a clean, safe, sanitary condition.
- Will perform basic cleaning duties such as vacuuming, removal of waste materials, wiping down of glass and mirrors, replacing paper and soap products.
- Clean restrooms and shower rooms.
- Operate a variety of maintenance equipment such as turf maintenance equipment, floor scrubber, carpet cleaner, snow blower and related special equipment in a safe manner.
- Remove snow/ice from sidewalks.
- Perform routine maintenance checks of facilities.
- Perform minor repairs such as painting, lightbulb replacement, etc.
- Performs annual cleaning duties (carpet cleaning, floor stripping/waxing, etc)
- Minor equipment repairs.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Perform other duties and assume other responsibilities as are apparent or delegated and carry out special projects assigned by Facility Manager.
- Work hours: daytime, weekend or evening hours as assigned.

Additional Duties:

- Spring/Summer duties will include but not limited to Cleaning of Shelters, Activity Centers, Splash Pad, Veterans Memorial Pool and Arena.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Ability to create and maintain effective working relationships with peer, superiors and other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Ability to maintain a good working relationship with other employees, supervisors and general public.
- Strong interpersonal skills.
- Valid driver's license.
- Possess Mechanical aptitude and attention to detail.
- Prior custodial experience preferred.

PHYSICAL AND MENTAL DEMANDS

Work is performed within Park District properties and job site locations that will require sitting, squatting, bending, climbing and reaching. The employee may be required to occasionally perform a full range of motion with lifting and or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Activity may involve being in and around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses and exposure to dust. The employee may also be exposed to hazardous chemicals and infectious diseases. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

SPHERE OF DUTIES

- Verify rentals for the Day/Week prep for said rentals.
- Assess the buildings/facility as to if anything needs immediate attention.
- Inventory of paper towels, toilet paper, soap, cleaning products etc.
- Tear down past events and prep for next day rentals.
- Assist the Park District in event preparation and dismantle.
- Emergency and hazardous material clean up.
- Prepare, monitor and cleanup of party rooms/turf for birthdays check in with rentals.
- Maintain grounds snow, ice, trash, interior and exterior.
- Well versed in programs/events at Rustad.
- Maintain the interior and exterior snow, ice, weeds and trash.
- Provide safe conditions for employees and patrons. Immediately report issues, emergencies, suspicious activity to the authorities.