



Custodian

Mt. Prospect Park District

Contact Name: Mary Kiaupa

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Closing Date:

Salary: \$12-\$18 per hour, depending on qualifications

Description:

Mt. Prospect Park District was incorporated in June 1955, and is located approximately 35 miles northwest of Chicago. Encompassing more than 454 acres, the Mt. Prospect Park District provides recreation programs, facilities and services to portions of Mt. Prospect, Arlington Heights, Des Plaines and Elk Grove Village, with a total population of 215,000.

We are currently searching for a full-time Custodian. Under the supervision of the Buildings Maintenance Crew Leader and Buildings Department Manager, the Custodian is responsible for performing a variety of tasks to ensure and maintain the cleanliness, general appearance indoors and outdoors, and the efficient maintenance operation of a park district facility.

Duties

Perform custodial maintenance in the upkeep of buildings including painting, cleaning, stripping, waxing floors, cleaning restroom, replenishing supplies, emptying trash, and light bulb replacement. Physically set-up and take down rooms (i.e. furniture, chairs, etc.) for various park programs and rentals.

Report any building/site maintenance problems to the Buildings Department Manager.

Keep immediate grounds free of litter and debris.

Perform other duties as they arise to maintain the facility at the standards established by the Facility Manager.

Participate in the Park District's Safety Training programs and serve on Safety Committee when required.

May be required to work special events from time to time at nights and on weekends.

Be familiar with and abide by Park District policies and procedures.

Perform exterior maintenance as needed on a year round basis.

All other duties as assigned by the Head Custodian, Buildings Department Manager, Director of Parks and Planning, and/or the Executive Director. However, in an emergency, perform all other duties as required.

Qualifications

Must have high school education or G.E.D. equivalent or any combination of experience and training, which provides the knowledge and skills for this position.

Must be at least 18 years of age and have a valid Illinois driver's license.

Must be able to communicate effectively with others to allow for the coordination of work and in emergency situations.

Must possess reasonable knowledge in the use of common hand tools and power tools. Must have knowledge of cleaning materials, equipment and procedures.

Must be available nights and weekends, when needed.

Must be physically able to frequently ascend/descend more than a 25% grade, lift 50 lbs. from a squat position, push/pull, reach, walk; occasionally balance, bend (must be able to bend at waist and touch the floor with fingertips), climb, crawl, crouch, kneel for long periods of time, sit, stoop; and constantly handle objects.

The regularly scheduled hours for this position are 2:30pm-11:00pm. Due to the needs of the Park District, evening and weekend hours may be required. The work schedule may vary and the workweek may exceed 40 hours at times. Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

We offer a generous benefit package, including: • Medical Coverage • Dental Coverage • Short- and Long-Term Disability (IMRF) • Defined Benefit Plan (IMRF) • 457 Plan / Defined Contribution Plan • Life Insurance • Paid Time Off • Park District Facility Discounts and Usage Benefits • Vision Reimbursement Program.

APPLY ONLINE ONLY: Interested candidates will apply:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Maintenance>

Or interested candidates can apply online by visiting us at www.mppd.org – click on “Careers” at the top of the page and look under Vacancies for the Maintenance/Custodian job posting.