



CUSTODIAL SUPERVISOR

Addison Park District

Contact Name:

Contact E-mail: HR@addisonparks.org

Contact Phone:

Closing Date:

Salary: \$43,000 a year + DOQ

Description:

For full description, and to apply, please visit:

<https://www.applicantpro.com/openings/addisonparks/jobs/2705864/IL-Illinois/Addison/CUSTODIAL-SUPERVISOR>

JOB SUMMARY:

Under the direction and supervision of the Facility Maintenance Manager, the Custodial Supervisor is a hands-on position, responsible for completing and overseeing all aspects of the District's custodial contract and supervising part-time and contract (porters) staff, while performing a variety of custodial and maintenance duties to maintain all District owned facilities and park amenities. This is an at-will position.

ESSENTIAL DUTIES:

Responsible for performing, overseeing, and delegating the general cleaning, disinfecting and maintenance of all areas of all facilities both indoor and outdoor (with the assistance of staff and contractual porters); including, but not limited to offices, meeting rooms, bathrooms, shower/locker rooms, windows, emptying trash receptables, water fountains, furniture, classrooms, hallways, entrances, fitness rooms, all different types of flooring, walls, ceilings and surfaces, gyms, etc., utilizing a variety of various cleaning equipment and chemicals.

Supervises part-time staff by communicating job expectations, job training, schedules, responsibilities, coaching, performance evaluation, recognition, discipline, standards, policies, procedures, on-going custodial maintenance plan, etc.

Performs minor maintenance repair as needed across facilities as needed.

Performs and oversees the set up and break down of tables, chairs, gym mats, and audio-visual equipment for events and meetings.

Supervises contract custodial workers and communicates with management company regarding changes in needs and contract management. Ensures contract fulfillment through oversight and scheduling of monthly update meetings with management company.

Performs and oversees cleaning of park pavilions, restrooms and assigned buildings.

Inspects facilities, equipment, and property for signs of wear/damage/vandalism. Oversees the safety

and cleanliness of the property and equipment by identifying, repairing, and inspecting park facilities, equipment from wear, damage, vandalism,, etc and initiating or completing work orders.

Participates in forecasting custodial projections, tracking financial/budget activities, and prioritizing and re-prioritizing activities within general work plan.

Responds to all emergency and alarms when on duty or otherwise in an on-call status.

Ensures that sufficient custodial supplies and materials are always available through ordering and maintaining inventory.

Participates in the snow removal process and operates equipment on District roads, common sidewalks, parking lots.

Demonstrates, supports and enforces Park District customer service standards.

Establishes, supports and maintains positive and collaborative efforts with internal and external customers and organizations.

REQUIRED QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Preference given to candidates with an Associate's or Bachelor's degree from an accredited school in related field.
- Proficiency with Microsoft Office Suite including Outlook, Word, and Excel.
- Minimum of (3) to (5) years of experience in related field.
- Minimum of (1) to (2) years of supervisory experience.
- Must have valid Driver's License subjected to background review, with ability to drive company vehicle.
- Must be CPR and AED certified within six (6) months of hiring. (District provided)