



Building Custodian

Park District of La Grange

Contact Name: Blake Ertmanis

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Contact Phone:

Closing Date:

Salary: Hiring Range \$19-\$21/hr

Description:

JOB TITLE: Building Custodian

DEPARTMENT: Recreation

SUPERVISION: Position is under the direct supervision of the Facility & Operations Manager

STATUS: Non-Exempt

SCHEDULE: Tuesday-Saturday 2pm-10pm

SUMMARY

Position requires work in the cleaning and maintenance the Park District's Recreation Center and grounds. Ability to interact on a daily basis with patrons, instructors, contractors, and full/part-time employees. Full time hours of work per week is standard. Hours and days of work may vary according to needs of the job and Park District. The ability to work nights and weekends is required. Employee will be responsible for but not limited to ordering products & supplies, working in conjunction with the Facility & Operations Manager & Facility & Rental Supervisor on Recreation Center rentals. Employee will be required to perform routine maintenance/custodial duties such as, but not limited to, maintaining cleanliness of washrooms, multi-purpose rooms, offices, mechanical and storage rooms; move and set up equipment for daily building activities; clean tables and chairs; empty trash; accept small deliveries and load/unload small trucks and cars; clean and polish floors; perform building inspections, report problems/repairs needed to supervisor; perform basic grounds duties including, but not limited to, walks around facilities daily and performing routine tasks including, but not limited to, picking up litter and broken glass, shovel snow; spread salt; paint surfaces as directed; operate hand tools as needed; safely handle cleaning solvents, waxes, etc.

QUALIFICATIONS

Employee must possess knowledge of cleaning materials, methods, equipment, and procedures; knowledge of the purchasing, use and care of cleaning supplies and equipment; knowledge of pertinent safety precautions; ability to learn routine tasks quickly; ability to perform routine manual cleaning and maintenance tasks; good knowledge and skill in the use and maintenance of common hand tools and grounds equipment; ability to safely operate various pieces of maintenance equipment; ability to follow written and verbal instructions; ability to maintain positive and effective

working relationships with other employees; ability to perform required duties with initiative, good judgment, accuracy, persistence, integrity, dependability, tact, and courtesy. Good physical condition required.

SPECIAL REQUIREMENTS

Employee must possess a valid Illinois Drivers License and must be able to pass a pre- employment physical.

EDUCATION AND EXPERIENCE

High school graduate or G.E.D. Certificate; one to two years experience in general custodial / maintenance duties; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities is preferred.

A full job description and employment application is available online at pdlg.org home page under now hiring.

Please send resumes or employment application to blakeertmanis@pdlg.org.