



## **Part-Time Weekend Custodian at Chandler-Newberger Community Center City of Evanston**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:** 2024-02-02

**Salary:** \$18.6850 - \$23.8110/hour

**Description:**

**Salary Range:** \$18.6850 - \$23.8110 /hour

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

Position works approximately 18-24 hours per week on average. Hours of work: Hours vary: morning/early afternoon and evening hours during week and on weekends. Additional hours may be available at other city facilities. Typical schedule is Fridays: 3pm to 9pm, Saturday and Sundays: 8:30am to 6pm.

**NATURE OF WORK:**

This is semi-skilled work in the facility maintenance – custodial field. Work involves the performance of general custodial maintenance and minor repairs on both exterior and interior of city owned buildings. Safety equipment and precautions are essential to this position including the usage of; hard hats, safety glasses, reflective vests, gloves, earplugs, respirator and protective clothing when necessary.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Maintains all vinyl, hardwood floors to include scrubbing, sweeping, mopping, stripping, polishing, and waxing as well as property carpeting to include shampooing and cleaning of carpeted floor mats.
- Removes trash and debris from all containers throughout the facility, indoors and outdoors.
- Maintains building which may include, but not be limited to, minor and routine painting, washing walls, cleaning window treatments, washing windows, dusting/polishing furniture, and minor repairs of equipment.
- Maintains an orderly atmosphere and caution users about conduct and misuse of public property, updating the supervisor of any unsafe conditions or needed repairs.
- Informs management of the need for major repairs regarding lighting, heating, and physical structure.

- Removes snow and debris, including litter from sidewalks and property walkways keeping the premises in an orderly condition.
- Sets up and breaks down tables, chairs, and recreational equipment for scheduled activities in the assigned property including setting up birthday party.
- Completes required forms for support services.
- Orders and maintains supplies and equipment inventory safely and according to MSDS safety standards.
- Cleans and disinfects washrooms to include ceramic tile and aluminum surfaces as well as replace custodial and lavatory supplies as needed.
- Assists with opening and closing of the building/facility including opening, closing, and locking doors and windows according to steps outlines in staff manual and written documents.
- Supervises and maintains an orderly atmosphere in the entire building and grounds including, hallways, rooms, gymnasium, kitchen, fitness rooms and/or rentals and washrooms and occasional outside supervision.
- Maintains accounts receivable transactions (registrations/receipts) and reports using RecTrac system and other computer applications of the city. Adheres to City of Evanston cash handling procedures.
- Oversees programs and activities in various rooms including birthday parties, sports, gymnastics, and room rentals.
- Provides public customer service in high demand situations and dispute resolution, including serving as a customer representative in terms of customer support
- Perform other duties as assigned.

#### **MINIMUM REQUIREMENTS OF WORK:**

- Must possess a high school diploma or GED.
- Must possess two (2) or more years of work experience in custodial / facility maintenance or similar experience.
- Must possess a valid driver's license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
  - o Knowledge of the materials, methods, tools, and equipment used in the field of custodial/facility maintenance including, but not limited to, brooms, brushes, mops, floor buffers, snow blower, vacuum cleaner, rake, mop, hand tools, hammer, screwdriver, cleaning cloths, detergents, measuring containers, and solvents.
  - o Knowledge of the hazards and precautions of the equipment and chemicals used.
  - o Ability to operate hand and power tools in a safe and effective manner.
  - o Ability to read, understand, and apply instructions for the safe application of chemicals and/or cleaning supplies.
  - o Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
  - o Ability to greet the public in a courteous manner.

#### **PHYSICAL REQUIREMENTS OF WORK:**

- Ability to exert up to 50 pounds of force occasionally and/or up to 50 pounds frequently, and up to 20 pounds of force constantly in order to move objects.
- Ability to work outdoors in a variety of weather conditions such as cold, rain, snow, sleet, high temperatures, and humidity.
- Ability to lift, kneel, bend, stand for long periods of time, identify or distinguish colors, and work outdoors at night with limited lighting.

- Ability to work in situations where the following are present: loud noise levels, vibrations, toxic/flammable chemicals, dust and dirt.
- Ability to perform heavy manual labor, including bending, stooping, reaching, and lifting heavy objects.
- Occasionally exposed to dangerous equipment, dangerous work conditions with flying debris, fumes, vibrations, dust and dirt.

**SUPERVISION:**

Work is performed under the general direction/supervision of the Program Coordinator or designee. Assignments may vary from season to season and day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

**PUBLIC CONTACT:**

The employee will have contact with the general public within the immediate residential area of the community center as well as the Evanston community as a whole. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments and programming initiatives.

**| SELECTION METHOD | TYPE OF ELIGIBILITY LIST | LIFE OF ELIGIBILITY LIST**  
| Structured Oral Interview | Category Group | Two (2) Years

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

***Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.***

***The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).***