



Full-Time Building Custodian

Bartlett Park District

Contact Name: Catalina Rodelo

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Contact Phone:

Closing Date: 2024-03-23

Salary: \$17.00 - \$20.00 per hour DOQ

Description:

ABOUT US

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

The Building Custodian is responsible for the general cleaning of all Park District facilities and their support systems. This is an at-will position.

PRIMARY DUTIES

- Perform daily custodial duties in District facilities as assigned.
- Maintain bathrooms and locker rooms within District facilities in a sanitary condition.
- Maintain indoor facility flooring and carpeting.
- Follow cleaning schedule to complete work on a timely basis.
- Perform room set ups and take downs as needed.
- Assist with repairing lights and light fixtures throughout the District.
- Effectively operates and maintains custodial cleaning equipment such as vacuums and scrubbing machines.
- Make repairs on locks, doors, and windows.
- Make repairs on damaged furniture, such as tables, chairs, and desks.
- Maintain inventory of cleaning supplies and keeps records of supply usage.
- Keep main building entrance and sidewalks clear of debris.
- Remove snow from main building entrance, sidewalks, and salt as needed.
- Clean or paint interior walls as necessary.
- Follow procedures on how to properly open and/or close indoor facilities.
- Perform other duties as assigned.

QUALIFICATIONS

High school graduate or equivalent. Must be able to work independently and as part of a team. Previous custodial experience preferred. Must be at least 18 years old. Must have a valid Illinois Driver's License and be able to provide own transportation.

SCHEDULE & PAY

This is a full-time, non-exempt position. We are looking to fill the following positions: Tuesday – Saturday from 6:00AM – 2:30PM and Tuesday – Saturday 2:00pm – 10:30pm with additional hours as needed. Pay range is \$17.00 - \$20.00 per hour, DOQ. Please indicate on your application your preferred shift.

BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Deadline to apply is March 23, 2024. Bartlett Park District is an Equal Opportunity Employer.