



## **Custodial Supervisor - Weber Leisure Center** Skokie Park District

**Contact Name:** Stephenie Gualano

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**Closing Date:**

**Salary:** 24 - \$26 per hour

### **Description:**

The Custodial Supervisor at the Weber Leisure Center will oversee the maintenance and upkeep of both the Weber Leisure Center and Fitness First Health Club, working under the direct supervision of the Weber Leisure Center Manager. The Supervisor is responsible for scheduling and conducting performance reviews for part-time custodians and maintenance staff.

Essential duties include but are not limited to:

1. Performs routine maintenance tasks and other related duties as required.
2. Maintains the facility by performing tasks such as washing windows, mopping floors, vacuuming, cleaning carpets, waxing floors, sanitizing restrooms, shoveling snow, salting walkways, cleaning equipment, maintaining kitchen appliances (refrigerator, microwave, coffee pots), cleaning and maintaining Fitness First equipment, scrubbing locker room tiles, maintaining sauna and steam rooms, emptying trash and recycling bins, watering and pruning indoor plants, changing air filters, cleaning the parking lot and grounds, and making minor building repairs.
3. Identifies, repairs, or reports equipment, hardware, and mechanical issues within the building. Coordinates repairs with the Weber Center Manager and submits work orders for approval.
4. In collaboration with the Weber Center Manager, hires, trains, schedules, and evaluates part-time custodial staff.
5. Reviews and updates daily task sheets for custodial staff as needed.
6. Oversees room setups for programs and rentals, ensuring accurate schedules and setups by communicating with program supervisors.
7. Maintains inventory of equipment and cleaning supplies, adhering to budget guidelines. Places purchase requisitions for needed supplies and submits them to the Weber Center Manager for approval. Contacts vendors to place orders, following the District's purchasing policies and procedures.
8. Conducts and documents monthly facility inspections and safety audits.
9. Available on-call for building emergencies.
10. Ensures the recycling program operates effectively within the facility.

11. Follows proper safety procedures for all job tasks and equipment usage, including wearing PPE when required.
12. Communicates with facility guests in a courteous and professional manner.
13. Assists the Weber Leisure Center Manager with preparing the building maintenance budget, adhering to budgetary guidelines.
14. Provides assistance to patrons and coworkers with inquiries or concerns.
15. Actively participates as a member of the district's Environmental Action Team (EAT) Committee.
16. Works Tuesday to Saturday, with Sunday and Monday off. Weekend shift hours are from morning to afternoon, while weekday shifts are in the afternoon to evening. Hours are dependent on facility activities, typically ending around 10pm, but in some cases ending at 12pm (midnight). Will close the building each evening, unless otherwise agreed upon.
17. Performs other duties as assigned.

In return for your talent, we offer competitive benefits including:

- BlueCross BlueShield Illinois PPO and HMO plans
- Dental Insurance
- Vision Insurance
- Generous vacation, personal and sick time
- Employer-paid life and AD&D insurance + voluntary options
- Employee assistance programs
- Pension plan
- 457b and ROTH options
- Internal benefit offerings on programs, rentals, memberships
- Paid Parental Leave (after one year of employment)

**Qualifications:**

Candidate must be available to work Tuesday through Saturday. Weekday shift will be afternoon through evening (ending at 10pm or as late as midnight dependent on programming needs). Weekend hours will be morning to afternoon.

Education: High School diploma or equivalent (GED)

Experience: Three to five years building custodial maintenance experience. Prior supervisory experience preferred.

Certifications: Must be able to obtain CPR/AED Certification. Valid Illinois driver's license required.

To apply, submit your resume and application here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=124416&clientkey=F5399E13078DE94BE9A1121375B92420>

This job falls in paygrade FT3. The target hiring range for this position is \$24 - \$26 per hour. A link to our full-time wage scale can be found here: <https://www.skokieparks.org/full-time-wage-scale/>

Additionally, a list of our benefits can be found here: <https://www.skokieparks.org/employee-benefits/>

*At the Skokie Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are proud to be an Equal Opportunity Employer and welcome people of all backgrounds, experiences, and perspectives. We are committed to creating a diverse and inclusive environment where all employees can thrive. We encourage applicants of all races, genders,*

*ages, abilities, and identities to apply and join our team.*