



Building Custodian I

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$18.00 / hour

Description:

To apply, please visit dpparks.org and select the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Building Custodian I

Grade: I

FLSA: Non-Exempt

Department: Revenue Facilities

SUPERVISORY RELATIONSHIPS

Reports to: Building Services Supervisor

Hours: Sunday-Monday: 6:00am to 2:30pm

Tuesday-Thursday: 7:00am-3:30pm

BASIC FUNCTION

Perform general and routine custodial maintenance and minor building repairs at the Administrative and Leisure Center, Prairie Lake Community Center, West Park Lodge Building, Arndt Park Lodge Building, Cumberland Terrace, Golf Center, Lake View Center, and Mountain View Adventure Center.

ESSENTIAL DUTIES

1. Performs general building custodial duties for maintaining floors both carpeted and tile.
2. Clean hallways, restrooms, office areas and glass doors and windows.

3. Perform deep cleaning of decks at Golf Center.
4. Perform rental setups as scheduled in classroom, gymnasium and Lodge Buildings
5. Inspects buildings for maintenance needs and safety hazards.
6. Performs snow removal and spreading of de-icer on outside walkways.
7. Check, clean and maintain the ALC whirlpool.
8. Help with painting projects and other small building repairs.
9. Must be able to help with weekend building openings and closings.
10. Must be able to work a flexible schedule including early mornings, nights and weekends.
11. Must be able to work special events when needed.

OTHER DUTIES

1. Assist administrative staff with special maintenance requests.
2. Periodically clean health club.
3. May be required to perform overtime work as requested or required.
4. Attend related training to expand skills and knowledge
5. Assist patrons with providing information as requested.
6. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
7. Perform additional duties as assigned.

POSITION QUALIFICATIONS

Education: High School diploma or equivalent (GED)

Experience: Six months related experience.

Certifications: CPR and First Aid Certified, *Classes available through Park District upon hire*; Valid Illinois Driver's License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts