



Custodial Supervisor - Oakton Community Center

Skokie Park District

Contact Name: Stephenie Gualano

Contact E-mail: hr@skokieparks.org

Contact Phone: 847-929-7110

Closing Date:

Salary: \$42,000 - \$48,000 annually

Description:

The Custodial Supervisor at the Oakton Community Center will oversee the maintenance and upkeep of the facility, working under the direct supervision of the Oakton Center Manager. The Supervisor is responsible for scheduling and conducting performance reviews for part-time custodians. The role involves performing routine tasks that typically require skills gained through on-the-job experience. Duties are primarily repetitive in nature. The Supervisor will leverage all available District resources to ensure efficient service delivery while adhering to the established policies of the Skokie Park District.

Essential Duties:

- Performs routine maintenance tasks and other related duties as required.
- 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), emptying trash and recycling bins, air filters, cleaning the parking lot and grounds, and making minor building repairs.
- Identifies, repairs, or reports equipment, hardware, and mechanical issues within the building. Coordinates repairs with the Oakton Center Manager and submits work orders for approval.
- In collaboration with the Oakton Center Manager, hires, trains, schedules, and evaluates part-time custodial staff.
- Reviews and updates daily task sheets for custodial staff as needed.
- Oversees room setups for programs and rentals, ensuring accurate schedules and setups by communicating with program supervisors.
- Maintains inventory of equipment and cleaning supplies, adhering to budget guidelines. Places purchase requisitions for needed supplies and submits them to the Oakton Center Manager for approval. Contacts vendors to place orders, following the District's purchasing policies and procedures.
- Conducts and documents monthly facility inspections and safety audits.
- Ensures the recycling program operates effectively within the facility.
- Follows proper safety procedures for all job tasks and equipment usage, including wearing PPE when required.
- Communicates with facility guests in a courteous and professional manner.

- Assists the Oakton Center Manager with preparing the building maintenance budget, adhering to budgetary guidelines.
- Provides assistance to patrons and coworkers with inquiries or concerns.
- Actively participates as a member of the district's Environmental Action Team (EAT) Committee.
- Standard schedule is Monday-Friday, 7:30am-4pm with flexibility to adjust hours as needed. Regular evening and weekend coverage is required to support facility operations, and the position includes on-call responsibilities for building emergencies.
- Performs other duties as assigned.

Additional duties:

Ability to work independently. Ability to follow a schedule and manage time and projects accordingly. Ability to lift and carry heavy objects up to 50 pounds. Ability to operate light machinery and facility equipment. Ability to positively interact with staff and customers. Ability to follow proper maintenance and safety practices for all equipment and supplies. Must be able to read and communicate verbally using the English language. Incorporates the District's core values of commitment, service, integrity, inclusiveness, openness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual and overall risk management program.

Qualifications

Education: High school diploma or equivalent (GED).

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

Certifications: Must be able to obtain and keep current CPR and AED certifications. Must possess a valid Illinois Driver's License.

** This job falls in paygrade FT2. The target hiring range for this position is \$42,000 - \$48,000 annually (\$20.19 - 23.07 hourly) depending on qualifications.

A link to our full-time wage scale can be found here:

<https://www.skokieparks.org/part-time-wage-scale/>

Additionally, a list of our benefits for staff can be found here:

<https://www.skokieparks.org/employee-benefits/>

<https://www.skokieparks.org/assets/1/6/SPD-InternalBenefitsChart-20251.pdf>

To apply, submit your application and resume here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=180535&clientkey=F5399E13078DE94BE9A1121375B92420>

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.