



## **Building Custodian**

### **Bartlett Park District**

**Contact Name:** Catalina Rodelo

**Contact E-mail:** [crodelo@bartlettparks.org](mailto:crodelo@bartlettparks.org)

**Contact Phone:** 630-540-4811

**Closing Date:**

**Salary:** \$18.00 - \$21.00/hour, DOQ

### **Description:**

#### **ABOUT US**

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 communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor aquatic center, outdoor water park, a 9-hole golf course and an 18-hole golf course, event and reception venue, ski hill, athletic field complex, nature center, gymnasium, and more.

#### **JOB SUMMARY**

The Building Custodian is responsible for maintaining the cleanliness, safety, and general upkeep of all Park District facilities. This role will support events, programs, and daily operations by ensuring that buildings are well maintained. This is an at-will position.

#### **PRIMARY DUTIES**

- Clean and sanitize restrooms, locker rooms, drinking fountains, and common areas within District facilities.
- Assist with set-ups and take downs for District events and facility rentals.
- Maintain indoor facility flooring and carpeting using proper stripping, waxing and shampooing procedures.
- Maintain and organize cleaning supplies and equipment while tracking inventory usage.
- Follow established cleaning schedules and safety protocols.
- Perform minor repairs to furniture such as tables, chairs and desks.
- Keep main facility entrance sidewalks clear of debris.
- Remove snow from facility entrances and sidewalks, salting as needed.
- Clean interior walls as necessary.
- Must obtain and maintain AED/CPR certification, offered by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of team members and participants is a continuing responsibility of all employees.
- Gain knowledge and understanding of Park District policies and procedures and see that they are always adhered to.
- Attend District-wide training, crisis training and staff training as directed.

- Perform other duties as assigned.

## **QUALIFICATIONS**

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

## **SCHEDULE & PAY**

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Sunday-Thursday, 6:00AM – 2:30PM (40 hours per week with nights and weekends as needed, including on-call schedule). Hiring range is \$18.00 - \$21.00/hour, DOQ.

## **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](http://bartlettparks.org)). **Please include your Resume and Cover Letter.**

**Position will remain open until filled. Interested and qualified applicants are encouraged to apply now as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.**