



Assistant Custodian Supervisor Skokie Park District

Contact Name: Keli Stonitsch
Contact E-mail: kstonitsch@skokieparks.org
Contact Phone: 847-929-7110
Closing Date:
Salary: \$18.35 - \$22.93

Description:
Assistant Custodian Supervisor – Weber Leisure Center
Grade: FT2

FLSA Status: Non-Exempt

Division: Recreation

Supervisory Relationships

Reports to: Custodial Supervisor – Weber Leisure Center

Supervises: Not applicable

Basic Function

The Weber Leisure Center Assistant Custodian Supervisor will be responsible for the maintenance and upkeep of the Weber Leisure Center and Fitness First Health Club under the direct supervision of the Custodial Supervisor. This individual will perform routine tasks that require skills usually acquired through on-the-job experience. Duties are usually of a recurring nature. Utilizes all available resources of the District to ensure a smooth and effective delivery of services and will carry out the established policies of the Skokie Park District.

Essential Duties

- Performs routine maintenance tasks and related work as required.
- Maintains facility through performing the following tasks: washes windows, mops floors, vacuums, cleans carpet, waxes floors, cleans and sanitizes rest rooms, shovels snow and salts walkways, cleans facility equipment, cleans and maintains kitchen appliances (refrigerator, microwave, coffee pots) and Fitness First equipment, scrubs tile in locker rooms, maintains sauna and

steam rooms, empties trash and recycling receptacles, waters and prunes indoor plants, changes air conditioner and furnace filters, cleans parking lot and facility grounds of litter and debris, and makes minor building repairs.

- Detects, repairs, or reports actual and potential failures in equipment, hardware, and mechanical systems within the building. Coordinates building repairs with the Custodial Supervisor and Weber Center Manager, issues work orders for Custodial Supervisor's approval.
 - Responsible for room set-ups for all programs and rentals; communicates with program supervisors to ensure schedules and setups are accurate.
 - Performs and documents monthly facility inspections and safety audits in coordination with the Custodial Supervisor.
 - Ensures the proper functioning of the recycling program within the facility.
 - Follows appropriate safety procedures for all job duties and equipment operations; uses PPE when required.
 - Interacts and communicates with facility guests in a courteous and professional manner.
 - Assists the Custodial Supervisor and Weber Leisure Center Manager with the preparation of the budget for building care and maintenance.
 - Assists patrons and co-workers with questions and concerns.
 - Serves as an active member of the district's Environmental Action Team (EAT) Committee.
 - Serves as the Building Supervisor during morning shifts, taking the lead on building operations and emergencies, as needed.
 - Scheduled shifts are opening the Weber Leisure Center in the morning until mid-afternoon.
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- Scheduled days are Sunday to Thursday.
 - Scheduled off days are both Friday and Saturday each week.
 - Scheduled hours are 5:00 am to 1:30 pm Monday to Thursday, and 6:15 am to 2:45 pm on Sunday, not to exceed 40 hours per week unless authorized by supervisor.
 - Must take a 30 minute break during each shift for breakfast /lunch.
 - The work schedule may change based on facility and training needs.
 - 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 years of custodial maintenance experience. Prior supervisory experience preferred.

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

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

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