



Building Custodian - Full-Time

Buffalo Grove Park District

Contact Name: Scott Spitz
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Closing Date:
Salary: \$20-\$24 Hourly

Description:

The Building Custodian - Alcott Center, is responsible for properly maintaining the inside of the assigned facility. Employees in this position must use a variety of technical skills in manual labor activities. The employee must be available weekends and weekday evenings. The typical weekly schedule will be 1-9:30 Tuesday-Friday and 8:30-5:30 Saturday. This is a full-time, non-exempt position that averages approximately 40 hours per week.

Qualifications:

High School, trade or vocational school graduate.
Minimum of two years' experience in building custodial operations or related field.
The Building Custodian will perform duties of lifting up to 50 pounds frequently.

Essential Functions:

1. Assists facility patrons as required.
2. Performs the full range of custodial functions as required to maintain the cleanliness and sanitation of all the facilities and spaces at the site.
3. Ensures proper maintenance of carpeted and hard surface floors including cleaning, stripping, mopping, waxing, polishing, and dusting of floors.
4. Regularly cleans windows, toilets, tables, chairs, light fixtures and walls, disposes of wastepaper and garbage and recycling.
5. Follows daily, weekly, and monthly work orders.
6. Sets up tables, chairs, mats and other equipment as required.
7. Operates and maintains the appearance of hand tools, power equipment, custodial equipment and other equipment pertaining to this position.
8. Performs minor building and equipment repairs, maintains and routinely cleans washrooms, multipurpose rooms, offices, and surrounding grounds.
9. Stores inventory of household cleaning supplies, lavatory supplies and janitorial equipment.
10. Participates in snow removal operation at assigned facility.
11. Processes and submits work orders. Completes as necessary.
12. Inspects facilities for vandalism, maintenance and needed repairs.
13. Maintains a working knowledge of guidelines regarding storage and use of chemicals.

14. Perform other duties as assigned.

Salary & Benefits Information:

Starting Salary Range: \$20-\$24 per hour, depending on experience and qualifications.

Benefits Provided:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending Account, Dependent Care Account, Commuter Account
- Post-employment healthcare account
- 457 account eligibility
- Generous paid time off benefits including paid parental leave
- IMRF Pension Eligibility upon hire
- Complimentary or discounted Park District Facility & Program benefits

Apply at: <https://buffalogroveparkdistrict.applytojob.com/apply/SIXXGMxwv7/Building-Custodian?source=i>