



Lead Custodian

Oak Brook Park District

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Closing Date:

Salary: \$21-\$23.59/hour

Description:

Full-Time, Non-Exempt

Are you a cleanliness champion with a knack for leadership? The Oak Brook Park District is looking for a motivated and detail-loving Lead Custodian to help keep our facilities sparkling and our team running smoothly. If you take pride in polished floors, tidy spaces, and the occasional high-five from grateful coworkers, this is the job for you. Come help us shine—literally!

The Park District Lead Custodian is a working supervisor responsible for managing the operations of the custodial maintenance staff at any of the Park District facilities. The Park District Lead Custodian reports directly to the Family Recreation Center Facility Manager.

ESSENTIAL JOB DUTIES:

- Communicate with the Facility Manager regularly on Park District matters.
- Keep the Facility Manager informed of any required facility or equipment in need of repair.
- Assist with ordering and monitoring of all janitorial supplies. Work with vendors to ensure the price and quality of cleaning products are maximized. Implement the use of environmentally friendly cleaning products when available.
- The Lead Custodian shall be responsible for preparing a weekly work schedule for direct report custodial staff.
- The Lead Custodian shall ensure that work shifts are adequately covered and additional work shifts are distributed appropriately.
- The Lead Custodian shall perform annual evaluations for direct report custodial staff.
- Maintain the physical condition of all facilities with a high degree of cleanliness.
- Clean and maintain all park district facilities. This includes, but is not limited to, sweeping and mopping hard surface floors; vacuuming carpets; washing walls, windows, counter tops, appliances and fixtures; and trash removal.
- Must have the ability to learn and operate cleaning equipment, including scrubbers, carpet cleaners, and power washing equipment.
- Set up and/or breakdown programming space as required by facility and recreational staff. This includes but is not limited to lifting and arranging chairs, tables, equipment, and supplies.
- Demonstrate exceptional customer service skills in all communications.

- Support the District's safety initiative, including adhering to policies and procedures, performing the job in a safe manner, attending required training, seeking additional training as needed, training and coaching staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion, and creating equity for all.
- Perform any duties as assigned by the Superintendent of Facilities, the Deputy Director, or the Executive Director.

HOURS:

The Park District Lead Custodian is a full-time position working a minimum of 40 hours per week. The typical scheduled work hours for this position are Monday - Friday, 6:00 AM to 2:30 PM, including a half hour unpaid lunch. This position may occasionally require early morning and evening hours during special projects. This position is required to work one Saturday and Sunday per month and adjust weekday hours accordingly.

EDUCATION, EXPERIENCE AND TRAINING:

A high school degree is preferred, with a minimum age of 21. One year of experience in custodial services is required. A valid Illinois Driver's License is required. CPR/AED certification is required and training will be provided by the Park District.

Bilingual Candidates Encouraged to Apply.

Benefits Include:

Medical, Dental, and Vision coverage
 Life Insurance (basic & voluntary additional coverage)
 IMRF Defined Benefit Pension
 Short- and Long-Term Disability (IMRF)
 457 Defined Contribution Plans
 Medical and Childcare Flexible Spending Accounts
 Paid Time Off (sick, vacation, and personal time)
 Paid Family Leave
 Tuition Reimbursement
 Park District Membership, Program, and Rental Discounts

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our ADA coordinator at (630) 645-9529.

Interested applicants please apply here: [Lead Custodian](#)