



RFC Custodian

Homewood-Flossmoor Park District

Contact Name: Dan Schaffer
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Closing Date: 2026-10-14
Salary: \$42,890 - \$53,613

Description:

JOB SUMMARY: Under the general supervision of the RFC Facility Maintenance Supervisor, the Building Custodian will be responsible for the cleanliness and general appearance and upkeep of the H-F Racquet & Fitness Club (RFC). The Custodian will work alone or in a team as the night crew lead to clean and prepare the facility for the next day. The Custodian may set-up and clear rooms for rentals and programs taking place within the facility. The Custodian may also be responsible for performing additional duties not stipulated above. The H-F Park District's mission statement is "to enhance the quality of life through diverse recreational opportunities, facilities and parks while caring for the environment".

HOURS: This is a full-time evening position scheduled Tuesday through Saturday: Tuesday-Friday from 2:45 p.m. to 11:15 p.m. and Saturday from 10:30 a.m. to 7:00 p.m.

ESSENTIAL JOB RESPONSIBILITIES:

- Provide outstanding customer service to our internal and external guests by providing friendly, responsive, courteous and helpful service.
- Maintain an overall clean and orderly condition in and around the facility.
- Identify safety or cleanliness issues and respond immediately.
- Implement room set-up and take-down as needed for rentals, tournaments, leagues, events, ect.
- Set-ups for members for ball machine, wallyball, pickleball, etc.
- Perform routine maintenance and minor repair or installation projects, including small plumbing and electrical repairs, replacing light bulbs and fixtures, and other handyperson tasks.
- Respond to customer requests, emergencies or spills.
- Maintain and monitor supplies and notify supervisor when need to be replenished.
- Inform supervisor or other manager of problem areas noticed.
- Respond to work requests in a timely manner.
- Maintain landscaping, parking lot, sidewalks, including snow removal as needed.
- Adhere to all policies and procedures outlined in the Policy and Procedure Handbook, Employee Manual, and Safety Manual.
- Attend staff meetings and in-service trainings.
- Be prepared to respond to emergencies.
- Other related job duties as assigned.

COGNITIVE SKILLS REQUIRED:

- Ability to prioritize and organize a wide range of tasks
- Ability to take corrective action to solve problems or make repairs
- Ability to communicate effectively orally and in writing
- Ability to maintain composure when dealing with disgruntled customers
- Likes to work with and serve the public
- Must be able to work independently with minimal supervision and be a self-starter

JOB SKILLS AND QUALIFICATIONS:

- Proper cleaning techniques for all areas of RFC
- Janitorial or cleaning background experiences.
- Ability to operate floor scrubbing machine, carpet cleaner, court sweeper and other cleaning equipment
- Some mechanical aptitude to know or learn operation of indoor pool, whirlpool, steam room
- Basic understanding of use of cleaning chemicals and safety precautions
- Previous experience in one or more skilled trades, with the ability to safely complete minor plumbing, electrical, repair, and installation projects.
- Certified Pool Operator (CPO) certification or prior pool maintenance experience preferred; or willing to obtain CPO certification if not already certified.
- Customer service skills

EDUCATION AND TRAINING:

- Minimum high school graduate
- CPR/AED, First Aid certified or ability to acquire within 90 days of hire

PHYSICAL REQUIREMENTS:

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| STANDING: | Extensive |
| SITTING: | Minimal |
| WALKING: | Extensive - patrolling facility |
| LIFTING: | Minimum - up to 50 lbs. / 75 lbs. with assistance |
| STOOPING: | Extensive - cleaning, moving boxes, etc. |
| REACHING: | Frequent - Upper cleaning, light bulb changing, laundry, etc. |
| CLIMBING: | Occasional - ladders, stairs |
| VERBAL: | Must communicate well with staff and members |
| VISION: | Must be able to read small print, write and see to clean facility |