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# Custodian

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## **Job Description**

Under the supervision of the Custodial Maintenance Supervisor, the Custodian will perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

## **Qualifications**

The custodian performs custodial and maintenance duties in and around Park District & its related facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements set up and take down for a variety of events and programs; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations. This position also requires CPR, AED and First Aid certification.

## **Pre-requisite:**

- Cognitive skills to follow both written and verbal directions
- Ability to perform physical or manual work
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Available to work weekends, holidays, flexible start/end times and occasional over time

## **Primary Responsibilities**

This person's duties shall include, but not be limited to:

### 1. Buildings:

- Performs routine and comprehensive custodial maintenance of assigned facilities
- Vacuums, spot cleans carpets and furniture; washes windows
- Removes trash in accordance with established procedures
- Cleans and disinfects restrooms and child care areas; stocks facilities with paper and supplies
- Reports and responds to emergency calls for custodial assistance
- Responds to service requests, coordinates resources and implements the set-up and take down of furniture and equipment for various events and programs
- Replaces a variety of light bulbs and lighting accessories
- Assists with and performs floor stripping and waxing
- Performs preventative maintenance in and around facilities
- Minor grounds keeping duties

### 2. Budget:

- Assist with supply inventory monitoring

### 3. Staff Supervision/Training:

- Assist in the supervision and training of part-time employees
- Promote safety, use of appropriate gear and follows sound practices to help ensure the safety of staff and facility patrons

## **Secondary Responsibilities**

1. May serve as a lead worker in the absence of the Custodial Maintenance Supervisor or Laborer