

LINDENHURST PARK DISTRICT
JOB DESCRIPTION

Job Title: Custodian
Classification: Part Time
Hourly Range: \$15.00-\$18.00
Department: Facilities



JOB SUMMARY

Under the supervision of the Facility and Vehicle Operations Manager and secondarily the Park and Grounds Operations Manager, the Custodian is responsible for manual work of a custodial nature within the Lippert Community Center and park shelters. Responsible in assisting the Facility and Vehicle Operations Manager and the Park and Grounds Operations Manager with maintaining all Park District facility and park safety and operating standards.

JOB DUTIES

- Maintain general appearance, cleanliness and operational condition of the interior and exterior of Lippert Community Center as well as park shelters when assigned.
- Knowledge of and prior experience with custodial maintenance equipment, tools, and supplies.
- Alert immediate Supervisor immediately of any safety related concerns within job scope.
- Familiarity with safe handling and proper mixing of cleaning chemicals and concentrates.
- Ability to read, write and understand English.
- Notify supervisor when inventory of custodial products need to be ordered for all facilities.
- Responsible in assisting with coordination of building, room set-ups and takedowns.
- Work alongside the Facility and Vehicle Operations Manager to ensure facility entrances/exits around facilities clear, clean and safe including snow removal.
- Operate Park District vehicle to accomplish job responsibilities and tasks.
- May assist staff in various outdoor tasks such as minor repairs to facilities and parks.
- Perform other assignments as required or assigned.

JOB QUALIFICATIONS

Some knowledge of park facilities maintenance practices; working knowledge of pertinent safety precautions; ability to follow oral and written instructions in English; ability to work well with all staff and possess an inherent sensitivity to all constituents; ability to be resourceful and an independent self-starter; ability to operate light maintenance equipment; ability to make simple adjustments to equipment; ability to perform simple maintenance on equipment, good physical condition to perform work. Possess knowledge of accident prevention precautions applicable to maintenance operations.

Motivates personnel and volunteers in order to improve the quality and quantity of work performance. Provide orientation and training of personnel and volunteers.

Knowledge of community interests. Knowledge of Park District's properties and facilities.

SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers Loss Prevention Program, and with applicable sections of the Personnel Policy Manual(s).

Current first-aid certificate or ability to certify upon hire is desirable. Should be familiar with the use of current safety precautions used in facility settings. In addition to actively participating in Park District's Safety Program, it is necessary to obey the practical safety rules, regulations and procedures established by the Safety Program. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery. Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

EMPLOYMENT STANDARDS

Academic Preparation— High School Diploma.

Training, Experience and Desirable Attributes - Some facility maintenance experience or training which provides the required knowledge, skills, and abilities. Must possess and maintain a valid driver's license. Required the ability to communicate effective both orally and in writing. May be asked to obtain other operating certificates as deemed necessary. Ability to communicate effective both verbal and written.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant's employment and driving record. It will request the applicant's driving record abstract from the Secretary of State. The applicant must submit all necessary information, including the applicant's full name and driver's license number so Lindenhurst Park District can obtain the abstract.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The Custodian may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

Medical Examinations

The Lindenhurst Park District is concerned for the health and safety of its employees, as well as the people who use Park District parks and facilities and participate in Park District programs. Therefore, all applications for full-time employment will be required to undergo a medical examination. Employment shall be conditioned on the results of such examination. The medical examination will be performed by a physician of the Park District's choice and at the Park District's expense. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered with or without reasonable accommodations. The Park District may also require drug and/or alcohol testing, after an offer of employment has been made but prior to starting employment.

You must consent to the disclosure of the physician's findings, conclusions and opinions to the Park District. If you do not, the Park District's offer of employment may be withdrawn. Your medical records will be maintained in a separate file.

Information contained in your medical file will not be released or disclosed without your written consent, except to persons with a lawful right or need to know.

Any employee may be required to undergo subsequent medical examinations when such an examination is job related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

SIGNIFICANT RESPONSIBILITY

Due to the nature of the Custodian position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings and special events during evening hours as well as working evenings and weekends.

Also, due to the nature of facility and park use, you must be available to assist staff and volunteers as problems and inquiries do arise.

Pursuant to the responsibilities as Custodian, you are a non-exempt employee and are eligible for overtime and/or compensatory time.

PSYCHOLOGICAL CONSIDERATIONS

The Custodian may have to work under stressful situations when first-aid or CPR are required.

PHYSICAL CONSIDERATIONS

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – occasionally	Stooping – frequently
Kneeling – frequently	Crouching – frequently	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Indoor maintenance may include lifting, climbing etc. Prolonged time outdoors in extreme temperatures may be required. Must be able to work and communicate effectively with the volunteers, participants, parents, staff, etc.

COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

Signature of Employee

Date

(Please Print Full Name of Employee)