



2600 171st Street
Hazel Crest, IL 60429
Telephone (708) 335-1500
info@hazelcrestpark.org

Board of Commissioners

A. Michelle Hemp
President

Phillip Wilkes
Vice President

Dionna White
Secretary

Christopher A. Cole
Executive Director

OPEN POSITION

Job Title: **Custodian**
Department: Parks & Maintenance
Classification: Part-Time
Reports To: Maintenance Superintendent
FLSA Status: Non-Exempt
Compensation: \$15.00 USD per hour. Up to Twenty (20) hours per week.
Position(s): One (1)
Posting Date: 10-26-2023
Closing Date: 11-17-2023
Available Date: 11-27-2023

Summary

Custodians are responsible for keeping the Park District building facilities clean and orderly at all times.

Custodians work solely or in larger groups around general population & Park District patrons in public areas. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Opens building in the morning and/or secures the building at night.
- Cleans lobbies, wash rooms, offices, meeting rooms, locker rooms, gymnasiums etc.
- Sweeps, mops, scrubs, waxes and vacuums hallways, stairs and all other building areas.
- Empties trash containers using ergonomically approved job-task instructions and material-handling equipment.
- Maintains building, performs minor and routine painting, plumbing and other related maintenance tasks.
- Replaces air conditioner and other filters.
- Takes mechanical readings and records them accurately.

- Notifies management concerning need for any repairs.
- Cleans snow and debris from sidewalks using ergonomically approved job task instructions.
- Operate Park District's pick-up truck or other vehicles as assigned.
- Remove snow from parking lots, walks, drives and ice rinks.
- Assisting Maintenance Superintendent and Maintenance Foreman with building, roof, door, window, and electrical or plumbing repairs.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Other duties as assigned.

Safety and Risk Management

- Maintain a working knowledge of all general agency and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater.**
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.

Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness and judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for

- decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
 - Oral Communication – Listen and get clarification; and respond well to questions.
 - Organizational Support – Follow policies and procedures.
 - Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

Education and/or Experience

High school diploma or general education degree (GED); one-to-three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Maintain a valid Illinois state driver's license and the ability to pass a defensive driving course as required.

Physical Demands

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions

and frequently exposed to moving mechanical parts. The employee is occasionally exposed to gasoline, oils and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of higher level noise, hearing protection is required.

To Apply

Send resume to Christopher A. Cole, Executive Director, via email at ccole@hazelcrestpark.org.