



**HAZEL CREST PARK DISTRICT**  
**2600 W. 171<sup>st</sup> Street, Hazel Crest, IL 60429**

**EXTERNAL JOB POSTING  
NOTICE**

<b>JOB POSTING #</b>	<b>POSITION / STATUS / GRADE</b>	<b>LOCATION</b>	<b>DEPARTMENT</b>
19-02-E	Custodian/Part-Time	2600 W. 171 <sup>st</sup> Hazel Crest, IL	Parks/Maintenance

**The Hazel Crest Park District is Accepting Applications.**

**Posting Date: July 9, 2019**

**Time: 11:00am**

**Special Instructions to Applicant:**

**Review of applications will begin immediately and will continue until the (2) two positions are filled.**

**Rate of Pay**

To Be Determined

Applications are available at the Community Center Customer Service Desk, Monday through Friday, 9am to 5pm and online at the Park District website, [www.hazelcrestpark.org](http://www.hazelcrestpark.org) under the forms banner. You may also submit the application along with a cover letter, resume and any other qualifications/certifications to:

Hazel Crest Park District  
Attention: Business Services Employment  
Please contact 708.335.1500, if you have any questions.



## Maintenance – Part-Time Custodian

**JOB TITLE:** Part-Time Custodian  
**JOB TYPE:** Part-Time  
**REPORTS TO:** TBD  
**LOCATION(s):** 2600 W. 171<sup>st</sup> Street, Hazel Crest, Illinois

**WORKDAYS:** Monday thru Sunday (schedules to be determined and are subject to the work demand for the Park District). Working on weekends and during special program prevents is required.

**HOURS:** Flexible  
**Rate of Pay:** Depends on qualifications/experience  
**NUMBER OF POSITIONS:** Two (2)

### Distinguishing Features of Work:

Under the supervision of the Assistant Director of Parks or designee, the Custodian is responsible for sanitation, general cleaning and minor repair of assigned building(s). Personnel must exhibit a cooperative attitude toward co-workers, other suggestions of better methods to accomplish tasks, and ever mindful of the best interest of the Park District.

### Illustrative Examples of Work:

- Communicate with other Park District personnel on duty when reporting to work, ascertaining know unusual conditions.
- Maintain a neat and clean personal appearance whenever contact with the general public may be anticipated.
- Read labels before using cleaning chemicals.
- Sanitize and maintain assigned buildings and grounds in an efficient manner using prescribed methods.
- As part of normal routine check all exit lights for proper illumination and fire extinguishers for secured pin and normal pressure.
- Change light bulbs, replace damaged ceiling tile, lubricate door hinges, chair casters and other movable parts and perform other minor repairs as conditions of the building and equipment dictate. These tasks will require using ladders and hand tools in a safe manner.

- Report other needed repairs in writing to the Assistant Director of Parks or designee.
- Report anticipated needed supplies in writing to the Assistant Director of Parks or designee.
- Complete and sign off on building check list before leaving the building and secure buildings in prescribed manner.
- Remove any locks left on fitness center locker rooms and clean as necessary.
- Sanitize toilets, sinks, counters, floors and plumbing fixtures daily and
- Check for toilet paper, soap and paper towels are available.
- Check that all hand dryers are operable and toilets flush.
- Clean mirrors, windows and other glass as necessary.

#### **Position Description:**

- Dust and clean all counters and uncluttered desks.
- Empty waste containers and put all garbage into dumpster and keep lids closed.
- Use floor care products, mops and machines such as vacuums, shop vacs, buffers, scrubbers and rug cleaners as instructed.
- Clean doors and walls at least once per month or as needed.
- Clean all tables, chairs, equipment and vacuum upholstered furniture when directed.
- Dust or vacuum window coverings as needed.
- Clean base boards as needed.
- Water, trim and wipe off indoor plants as necessary.
- Set-up and take down activity rooms as required and diagrammed.
- Keep janitor rooms and storage closets **Clean, Neat and Organized**.
- Mechanical rooms are to contain only secured mechanical devices – furnace, air conditioner, electrical panels and sprinkler system and spare items specific to appliance in that mechanical room. No ladders, boxes of material or other items can be stored in mechanical rooms unless authorized by the Assistant Director of Parks or designee.
- Check pilot lights-relight if necessary and report problems in writing.
- Reset all light and clock times after power outage or time change as needed.
- Perform monthly building inspections including furnace filter changes, cleaning fish tank and cleaning refrigerators and freezers.
- Sanitize all waste and large garbage containers a needed.
- Repaint walls, doors and door frames as directed.
- Remove snow from sidewalk and clear exit doors and apply ice melt when emergency weather dictates and advise the Assistant Director of Parks or designee on call of conditions.
- Perform all other duties as assigned.

#### **Position Qualifications**

- 18+ years of age or older
- Open availability on weekends
- Subject and must pass a criminal background and pre-employment drug test.