**HANOVER PARK PARK DISTRICT**

**JOB DESCRIPTION**

## ***Custodian***

**SUMMARY:**

We are seeking a reliable, detail-oriented Custodian to join our team for the afternoon/evening shift. The Custodian will be responsible for maintaining the cleanliness, sanitation, and safety of buildings and grounds. This role plays a vital part in creating a clean and welcoming environment for staff, visitors, and the public.

**QUALIFICATIONS:**

* High school diploma or equivalent preferred.
* Prior custodial or janitorial experience is a plus.
* Ability to operate standard cleaning equipment (buffers, vacuums, floor scrubbers, etc.).
* Ability to operate basic hand tools and power tools.
* Must possess a valid Illinois Drivers License and successfully pass a review of a drivers abstract report.
* Knowledge of cleaning chemicals and proper handling techniques.
* Strong attention to detail and ability to work independently.
* Good physical condition: must be able to lift up to 50 lbs, bend, stoop, stand, and walk for extended periods.
* Individual must pass a preplacement physical examination and drug screening administered by Hanover Park Park District selected medical facility.
* Dependable, punctual, and able to follow instructions.
* Ability to pass background check

**IMMEDIATE SUPERVISOR: Facility** Maintenance Supervisor

**ESSENTIAL FUNCTIONS:**

* Perform general cleaning duties including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces.
* Empty trash and recycling receptacles and dispose of waste properly.
* Clean and restock restrooms, locker rooms, and break areas.
* Ensure hallways, entryways, and common areas are kept clean and hazard-free.
* Lock and secure buildings and rooms at the end of the shift.
* Report maintenance issues such as leaks, electrical problems, or broken fixtures.
* Refill supplies such as soap, paper towels, and toilet paper.
* Follow safety procedures and guidelines when using cleaning chemicals and equipment.
* Assist with maintenance tasks as needed (e.g., changing light bulbs, minor repairs).
* Respond to special cleaning requests or emergencies (e.g., spills, weather-related cleanup).
* Support events setup/cleanup if required during shift.
* Snow Removal
* Ladder work may be required.
* Inspecting and maintaining fitness equipment
* Operating equipment such as lift two-man lift, gator, court sweeper, and snow broom.
* Picking up outside litter and emptying trash cans.

**MARGINAL FUNCTIONS:**

* **Other tasks may include painting and plaster work, taking mechanical readings, and landscaping.**

**PSYCHOLOGICAL CONSIDERATIONS:**

* The Custodian Worker works unsupervised.
* The Custodian Worker may need to seek out supervision when it is needed.
* The Custodian Worker may be exposed to odors from cleaning supplies.

**ENVIRONMENTAL CONSIDERATIONS:**

The Custodial Worker may be exposed to outside weather conditions,

Including extreme heat, cold, snow and/or rain for short periods of time.

**COGNITIVE CONSIDERATIONS:**

* Ability to follow directions both oral and written
* Ability to read or write in English or Spanish
* Ability to add and subtract
* Ability to use good judgement and be safety contentious
* Ability to follow safety protocols

**Other Considerations**:

The shift schedule can change at any time.

Employee’s Signature Date

Print Name

*The duties listed above are not set forth for the purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those duties to be performed temporarily outside the normal line of work.*

Date of Revision