

## **Berwyn Park District Job Description Custodian**

### **JOB TITLE: Custodian**

The custodian is responsible for performing a variety of duties to prepare park district facilities for the demands of the district or the group present.

The custodian is responsible for performing the duties as outlined in this analysis. He/she is a part-time employee working about 20 hours per week up to a maximum of 1000 hours per year. Work shifts are variable with an average of four hours a day. They may be as long as 8 hours. But, there are extended breaks within this period.

Work is performed at a self - controlled pace, but may vary depending on the demands of the job required.

The custodian is required to participate in training sessions to demonstrate knowledge or ability to perform work activities. This can be verbal or physical, and can cover all aspects of any of the described essential functions.

### **QUALIFICATIONS:**

The custodian must be at least 18 years of age and have a high school diploma or equivalent. The custodian should also have a reasonable mechanical aptitude. He/she must pass a criminal background check, driving record check and drug screen.

### **IMMEDIATE SUPERVISORS:**

Superintendent of Recreation

### **DUTIES AND RESPONSIBILITIES:**

#### **Essential Functions:**

1. Empty all trash cans daily.
2. Vacuum all carpets and mop all floors daily.
3. Cleaning of tables, chairs, and drinking fountains.
4. Clean and maintain both indoor and outdoor restrooms including soap dispensers, toilet fixtures, and all paper products.
5. Wash windows, walls and fixtures.

6. Replacement of lamps and light bulbs, as needed.
7. Removal of debris from front walks and entrance areas, daily
8. Snow removal at all entrances, as needed.
9. Minor plumbing and building repairs.
10. Set up and take down of rooms, props, and /or decorations, as scheduled.
11. Work with safety coordinator to assure safe operation of facilities.

**Marginal Functions:**

1. Landscaping –Care and maintenance of planted areas in and around facilities.
2. Painting of facilities.
3. Perform other duties as requested by the Administration Department.

**Psychological Considerations:**

1. The custodian must work closely with co-workers.
2. The custodian must work around the general population.
3. The custodian must work under the supervision and direction of supervisors.
4. The custodian has responsibility for the safety of the general public in the facilities.
5. The custodian may work under stressful situations when first-aid or CPR are required.
6. The custodian has to be able to make decisions to assure the safety and smooth operation park district facilities.

**Physiological Considerations:**

1. The custodian has to be able to respond quickly and accurately.
2. The custodian works in a climate of varying temperatures and humidity.
3. The custodian handles chemicals when cleaning the building.
4. The custodian has to be able to lift and carry 50 lbs. frequently. This can include, but is not limited to supplies, ladders, tables, and chairs.
5. The custodian may have to use a ladder or go onto the facility roof.

**Environmental Considerations:**

1. Inside, the custodian is exposed to average humidity and temperatures varying between 65 and 85 degrees F.
2. Outside, the custodian is exposed to weather conditions which can include extreme cold, rain, snow, and extreme heat.

**Cognitive Considerations:**

1. The custodian must be able to follow directions from supervisor and co-workers.
2. The custodian must be able to give directions to co-workers.
3. The custodian must possess and use “common sense”.
4. The custodian may have to “trouble shoot” problems.
5. The custodian must use good safety awareness and judgment.

**Starting Salary Range:**

\$11.00-\$13.00 per hour

No benefits except as required by law.

**Submit Application Materials**

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