



Flagg Rochelle

COMMUNITY PARK DISTRICT

Job Description – Part Time Building Attendant/Custodian

SUMMARY

Flagg-Rochelle Park District Building Attendants are responsible for performing a variety of tasks to maintain the cleanliness of the building. Occasionally the Building Attendant will be required to perform other general maintenance tasks and repairs. Please fill out an application and return with resume to Jackee Ohlinger, 735 North 2nd Street, Rochelle IL 61068 or johlinger@rochelleparkdistrict.org.

QUALIFICATIONS

High school diploma or equivalent required with a minimum age of 21. One-year previous building custodial experience that provides the required knowledge skill, and abilities is preferred. A valid Illinois State Driver's License (Class D) is also required.

IMMEDIATE SUPERVISOR

Lead 1 and/or Facility Manager

ESSENTIAL JOB DUTIES:

- Communicate with Lead 1 regularly on Park District matters.
- Keep Lead 1 informed of any required facility or equipment repairs, and status of janitorial supply inventory.
- Clean and maintain to a high level all park district facilities. This includes, but not limited to: sweeping and mopping hard surface floors, vacuuming carpets, washing walls, windows, counter tops, appliances and fixtures in addition to trash removal.
- Maintain the physical condition of the parks and facilities at a high degree of cleanliness.
- Support a quality loss control/safety program for the Park District.
- Clean outside of the building to ensure the absolute cleanliness of the facility and the outside grounds of the facility at all times.
- Perform any duties as assigned by the Lead 1, Facility Manager, Director of Recreation and Facilities, and the Executive Director.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Assist Parks and Recreation Staff with snow and ice control, when necessary.
- Assist Departments with Special Event set up.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.



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- Must be able to function effectively in a fast-paced environment and unsupervised.
- Employee must be prepared to deal with clients/patrons in a positive tone and demeanor.

PHYSIOLOGICAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
- Drives a motorized vehicle to travel to different locations.
- Perform Lifting tasks up to 25 pounds
- Utilize Personal Protective Equipment (PPE) as required.

ENVIRONMENTAL CONSIDERATIONS

Part Time Building Attendant/Custodian is exposed to outside weather conditions when performing outside janitorial duties, snow removal duties or driving to another facility. Most activities are performed indoors in a controlled lighting and controlled temperature work area.

HOURS

Part Time Building Attendant/Custodian is a part time, at-will position working less than 15 hours per week. The scheduled work hours for this position are Monday mornings, Friday early afternoons, Saturdays and Sundays depending on facility/shelter rentals.