

**Mundelein Park & Recreation District**  
**Job Description**

**Job Title:** Custodian  
**Department:** Park and Facility Maintenance  
**Division:** Facility Maintenance  
**Supervisor:** Facility Maintenance Supervisor  
**Classification:** Full Time: Non-Exempt - Hourly

**Summary**

The Custodian is responsible for cleaning and maintaining Park District facilities. The Custodian is responsible for a multitude of tasks from cleaning, fixing toilets, room set ups, and janitorial/custodial duties.

**Qualifications – Education, Experience and Training**

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) required with additional training or education related to the duties and responsibilities of the position. Requires over one (1) year and up to and including three years of related experience. CPR, First Aid and AED Certification required within six months of employment. Valid Illinois Driver's License.

**Duties and Responsibilities**

**A. Essential Functions**

- Cleans (sweeps, mops, dusts, scrubs, sanitizes, vacuums) floors, walls, fixtures in various activity rooms, restrooms, locker rooms, office spaces, lobbies, lounges, hallways and stairways.
- Empties all facility waste receptacles, and transports trash trays and transports trash/waste to disposal. Sweeps, scrubs, waxes and polishes floors.
- Cleans rugs, carpets, furniture and window coverings. Dust's furniture and equipment. Polishes metalwork. Wash walls, ceiling and woodwork.
- Washes windows, door panels, and sills.
- Cleans and polishes lighting fixture, counter surfaces, and trim.
- Prepares furniture set-up and adjustments for recreational programming and/or special events.
- Notifies management concerning needs for major repairs or additions in plumbing, electrical, carpentry, mechanical, and/or heating and cooling fixtures and components.
- Perform other related duties as assigned.

**B. Marginal Functions**

- Controls and supplies inventory of each specific building's requirements of perishable cleaning and service items and materials.
- Maintains function of all building lighting (interior and exterior), adjusting timer devices appropriately. Conducts regular testing and service of emergency lighting systems.
- Monitors and adjusts heating-cooling thermostats to maintain appropriate seasonable temperatures.
- Replaces or cleans heating, cooling and ventilation filters on a prescribed schedule.
- Cleans snow and debris from facility related to sidewalks.
- Ability to operate tools and equipment.
- Lead seasonal and Community Service Staff assigned to Custodian by Foreman and/or Supervisor.

## **Considerations**

### **A. Psychological Considerations**

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas. May feel stress while working irregular and overtime hours during peak times. Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

### **B. Physiological Considerations**

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Employee is regularly required to walk, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl.
- Employee frequently is required to stand, talk, hear, or smell. Employee occasionally required to sit.
- Employee must regularly lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee regularly works near moving mechanical parts.
- Employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions.
- Employee occasionally works in outside weather conditions. Noise level in the work environment is usually moderate.

### **C. Environmental Considerations**

- 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.

### **D. Cognitive Considerations**

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

### **E. Safety Considerations**

- Employee must be able to follow direction from supervisor with safe and effective follow through. Worker must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as necessary for the task.

**Conditions of Continued Employment**

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

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