

## **Special Recreation Custodian**

**Job Summary:** Under the supervision of the Special Recreation Manager, the Custodian will administer and perform all custodial duties related to the Belvidere Park District – Special Recreation Facility. This facility houses all operations of the Special Recreation Department, serving individuals with disabilities.

**General Hours:** This position will be scheduled for up to 20 hours per week, 48 weeks per year. Typical shifts will be 6:00 p.m.-10:00 p.m. However, any combination of daytime, evening and weekend hours may be required when the need exists. This position includes 4 nonpaid weeks off during the calendar year – the last 2 weeks of the calendar year, 1 week before summer season begins, and 1 week prior to fall season beginning.

### **Essential Responsibilities & Duties:**

- Prioritize, plan and schedule all custodial duties on a daily, weekly, monthly, and annual basis.
- Coordinate, stock, store and keep inventories of cleaning supplies and equipment at adequate levels – through communicating with Special Recreation Manager.
- Perform a wide variety of custodial duties including but not limited to sweeping, mopping, buffing, stripping and waxing, lighting, general cleaning, washing, dusting, vacuuming, sanitizing, and trash clean-up.
- Assist in the set-up and tear-down of special events and daily programs, as needed.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Participate in trainings, workshops and classes to improve knowledge of job responsibilities and skills with supervisor approval.
- Participate as a team member to assist and improve the overall services to the community.
- Maintain a neat and orderly work environment.
- Adhere to all organizational policies and procedures as designated by the district.
- Actively support the safety policies and related programs including following safety rules, first-aid procedures, and reporting accidents & injuries when necessary.
- Follow payroll procedures as designated by the district.
- Consistent on-time attendance.
- Performs other work-related duties and functions as assigned.

### **Education, Experience and Training:**

- High school diploma or equivalent required.

- Hands on experience working with equipment and supplies used in general custodial duties.
- Must be at least eighteen (18) years of age.
- Successful criminal background check.

**Pay:** \$15.00 - \$18.69 per hour

**Benefits:** Employee discount