

Job Posting

Part Time

Recreation Center Custodian

Location: Park District of La Grange Recreation Center 536 East Ave.
Days/Hours: Mon., Wed., & Fri. nights 6pm-midnight, Weekends (day and/or evening)
Pay: \$9.00-\$10.00/hour

Closing Date: June 4, 2010

Job Duties: *This list may not be a complete list of all the responsibilities, duties and skills performed by employees in this position.*

- Empty and clean trash receptacles.
- Sweep, scrub, strip, seal, wax and buff floors.
- Dust and clean office furniture, walls, blinds, machines and equipment.
- Clean and or hose down, ramps, stairwells or breezeways.
- Clean interior and exterior windows and glass doors.
- Disinfect, clean and service restroom areas.
- Mix materials to be used on assigned job, i.e. water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Replenish supplies and materials at various locations.
- Vacuum traffic areas; spot and shampoo carpets.
- Setout warning signs for wet or slippery areas.
- Clean area surrounding outdoor facilities, and stations to maintain clean and safe conditions.
- Observe and report to management areas in need of maintenance and or repair.
- Performs other job-related duties and responsibilities as assigned.

QUALIFICATIONS:

Knowledge of:

- Occupational hazards, standards safety practices and Material Safety Data Sheet (MSDS) regulatory requirements.
- Experience with office cleaning and/or shop maintenance cleaning using various types of floor equipment.
- Basic techniques, materials and equipment (vacuum, cleaners, sweepers, etc.) used in janitorial/cleaning work, and area of work assigned.
- Basic oral communication skills and effective interpersonal skills to understand and follow work directions and instructions.
- Good literacy skills and a basic understanding of math in order to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely.
- Must have a positive attitude, self-motivated, reliable, independent individual with good a good work habit.

Applications can be picked up at the Recreation Center located at 536 East Ave. Lagrange, IL 60525.



Equal Opportunity Employer