



Community Center & Administrative Offices

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NOTICE FOR JOB OPENING

Custodian – Part Time

The Woodridge Park District has an opening for the position of Custodian Part-Time at the Athletic Recreation Center. Hours would be Monday – Friday 5:00 pm to 9:00 pm.

POSITION: Custodian Part-Time

QUALIFICATIONS:

- High school diploma or equivalent.
- A valid Illinois state driver's license is preferred.
- Ability to perform custodial duties in the upkeep and cleaning of building as directed by the ARC Facility Manager.
- Ability to operate heavy power maintenance and cleaning equipment and tools to include but not limited to: floor cleaning/buffing machine, vacuums, and audio visual equipment.
- Ability to use good safety awareness and judgment
- Ability to use public relation techniques with the public

RESPONSIBILITY: The Custodian Part-Time is responsible for working facility rentals at the Athletic Recreation Center duties include but are not limited to: Move furniture/equipment and perform set-up and tear downs of rooms based on program requirements, lock and unlock doors as required, monitor equipment that is utilized by programs and rentals, cleaning and maintenance upkeep of facility, miscellaneous custodial duties, report items that need to be repaired.

ATTRIBUTES: We are seeking dedicated individuals who are self-sufficient, very punctual, and dependable. The position requires full range of body motion including handling and lifting, manual and finger dexterity; requires eye hand coordination sufficient to operate motorized vehicles and equipment, requires frequent standing, bending, stooping, walking, and sitting for prolonged periods, requires working in areas which are not ventilated or air-conditioned, exposure to weather conditions which can include extreme heat and high humidity, exposure to various chemicals (i.e. cleaning agents, and oil fuels).

SALARY: Starting at \$13.50 per hour.

CONTACT/SEND APPLICATION TO: Woodridge Park District
Connie Curry, HR Manager
2600 Center Drive
Woodridge, IL 60517
(630) 353-3327 or ccurry@woodridgeparks.org

The application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org