

**Job Description: REC Maintenance & Custodian**

Department: Maintenance – REC Center  
Reports To: Superintendent of Parks & Facilities  
Classification: Part-Time, Non-Exempt, At-Will

**Summary**

Performs a variety of tasks in the operations of District's REC Center. Must be available to work nights and/or weekends as the needs of the District require. Reports and works under the immediate supervision of the Superintendent of Parks & Facilities.

**Qualifications****Education and Experience:**

- Must be 18 years of age or older.

**Necessary Knowledge, Skills, and Abilities:**

- Basic knowledge of equipment, materials and supplies used in the maintenance & custodial duties. Basic knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedules.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse conditions.
- Ability to use equipment and tools properly and safely; ability to understand, follow and transmit written and oral instructions
- Ability to establish effective working relationships with employees, supervisors and the public.
- Must have or obtain CPR/AED certification within 6 months of employment.

**Essential Functions**

- Performs routine semi-skilled interior building maintenance and documents and reports any repairs needed to the supervisor.
- Performs routine custodian duties as required and assigned to include, but not limited to, window cleaning, cleaning bathrooms, locker rooms and offices, vacuuming, dusting, sweeping, mopping, room organizing, litter & garbage disposal, supply stocking, program set ups and take down, etc.
- Assists in setting up and taking down equipment for various park and recreation programs or events, prepares facilities for park and recreation program use.
- Keeps records of work completed.
- Assists with risk management activities associated with the operations of District facilities and programs.
- Requests and recommends supplies and services that are necessary to the day-to-day operations to maintain safe and clean facilities.
- Participates in required district training programs.

**Marginal Functions**

- Performs other duties as assigned by supervisor.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

*The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.*

**Job Description: REC Maintenance & Custodian****Safety**

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health.

**Physiological Considerations**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, frequently required to stand, walk, use hands and fingers, handle, feel, operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 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.

**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.

While performing the duties of this job, the employee periodically works near moving mechanical parts and can be exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibrations. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment can range from low to loud, depending on the activity in the facility.

**Hours & Wage Range**

This position is a part-time position and shall be paid every two weeks with no benefits. The hourly wage range is \$12-\$14 DOQ and the work hours are varied/flexible approximately 25-30/week.

**To Apply**

Please send resume to:

**Flagg-Rochelle Community Park District**

Attn: Executive Director, Jackee Ohlinger

802 Jones Road

Rochelle, IL 61068

johlinger@rochelleparkdistrict.org

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