



Incredibly Close ✿ Amazingly Open

Job Description

Job Title: Custodian

Department: Family and Senior Services

Education Required:

High school diploma and 3 months experience in custodial or related work.

Type of Position:

- ☐ Full-time
☒ Part-time
☐ Intern

Hours: 15-35 hours/week

Over-time may be required on occasion
☐ Exempt
☒ Nonexempt

General Description:

Under direction of the Assistant Village Administrator, performs work of routine difficulty in the custodial care, security and maintenance of the American Legion Memorial Civic Center at 6140 Dempster Street.

Essential Functions of the job:

- Performs janitorial activities by sweeping and mopping floors; washes walls, woodwork and venetian blinds; cleans washrooms, replenishes soap and towels in all washrooms.
- Performs maintenance by sweeping walkways; removing snow and ice from walkways, replaces light bulbs and lamps; repairs plumbing fixtures; completes minor building repairs; receives and stores building supplies; sets up furniture arrangements for forthcoming activities; general clean-up following activities.
- Demonstrates the responsibility to open-up and close-down facility; provides supervision and necessary security for after-hour activities.
- Informs supervisor of maintenance items needing attention.
- Performs related work as required.

Safety and Risk Management Responsibilities: All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills: Comprehensive skill, experience and knowledge in performing janitorial and building maintenance tasks.

Supervisory Responsibilities: This position does not require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to additional hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management - Communicates changes and progress; Completes projects on time.

Computer Skills: This position does not require computer skills.

Other Qualifications: Valid Illinois driver's license.

Travel: Some local travel may be required of the position.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.

Work Environment:

The noise level in the work environment is usually moderate.