NOW HIRING

Part-Time Custodian

SUMMARY:
Performs tasks related to janitorial services and limited building maintenance work in order to maintain a clean and safe work environment in the Village facilities.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Routinely inspects building and grounds for obvious damage and repairs.
- Reports major repairs and any damage to property to supervisor.
- Cleans snow and debris and applies salt from sidewalks/walkways as necessary.
- Cleans and disinfects restrooms; all sanitary fixtures and drinking fountains and sweeps, vacuum’s and mop’s corridors on a daily basis or more often if necessary.
- Keeps all flat surfaces and ledges free from dust.
- Assumes responsibility for the general security of the building.
- Performs general cleaning responsibilities as needed. Empties all wastebaskets daily or more often if necessary.
- Requisitions and maintains an inventory of supplies and equipment through supervisor.
- Complies with state and local laws and procedures for the storage of materials and supplies, and the disposal of hazardous waste, trash and rubbish.
- Maintains, cleans, and paints as needed. Makes minor repairs to floor, walls, and doors as needed.
- Replace light bulbs, perform minor electrical, plumbing and HVAC tasks and other related repair work as needed.
- Set up and tear down of meeting rooms for Village meetings and training sessions as requested. Maintains all tables and chairs in common areas to be sure they are in good condition.
- Willingness to promptly respond to and thoroughly complete work assignments outside the normal work time.
- Performs occasional after-hours, evening and weekend work as needed.

QUALIFICATIONS:
High school diploma or general education degree (GED); any combination of experience and training which demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in janitorial maintenance.
Scheduling
The position involves regularly scheduled hours, normally Monday through Friday. In addition, hours may be extended in the event of emergency, disaster, employee shortage, workload, or work-in-progress.

Rate of Pay:
Starting hourly rate for this part-time position is $19.35.

HOW TO APPLY:
Email your application and resume along with a cover letter to:
humanresources@goplainfield.com
Hard copies may be dropped off or mailed to:
Village Hall
24401 W. Lockport Street
Plainfield, IL 60544.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description is subject to change by the employer as the needs of the employer or the position outlined herein change.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.