



## **Housekeeping Staff Part-time Nights & Weekends**

### **SUMMARY**

The Housekeeping Staff is responsible for daily cleaning and janitorial functions of all park district facilities, equipment, and properties. Must be available to work nights and weekends.

### **HOURS & PAY**

- Shifts are weekdays from 6pm-11pm or 7pm-12am, and every other weekend from 5pm-11pm.
- Pay starts at \$14.00 per hour, depending on experience.

### **PERKS FOR STAFF**

- Free membership to the South Barrington Club!
- Refer a friend and receive EXTRA MONEY!
- Discounts on all Café and Pro Shop items!

### **QUALIFICATIONS**

Including, but not limited to, knowledge of cleaning and sanitation systems for carpet, tile, bathroom facilities and general office space. The housekeeping staff must:

- Understand and follow written and oral instructions
- Work harmoniously with others
- Work with minimum supervision
- Produce accurate work on a timely basis
- Perform required duties with initiative, good judgement, accuracy, persistence, integrity, tact, and courtesy.

### **ESSENTIAL FUNCTIONS**

- Maintain all floor surfaces for the district.
- Responsible for the proper sanitation of all areas of the building including bathrooms, locker rooms, offices, common areas, etc.
- Perform skilled, unskilled, and semi-skilled labor in connection with the cleaning in parks, facilities, roads, appurtenances, structures, and facilities.
- Understand, document, and follow safe work practices in performance of duties
- Help maintain custodial supply and inventory in the most cost-efficient way.
- Ability to function independently of constant supervision.
- Assist other departments in set-up and take down of classes and special events.
- Performs other minor maintenance tasks in support of recreation programs and activities as directed. (i.e., changing light bulbs, shoveling snow, spreading salt, etc.)
- Ability to make minor building repairs and report any other repairs needed in facilities including outdoor facilities which would assure the safety of park facility users.
- Function as liaison between Park District and public whenever required.
- Other duties as assigned by the Supervisor.