

Village Hall Custodian – Regular Part Time

Village of Caseyville

POSITION DESCRIPTION

Position is less than 20 hours per week; regular working hours are from 5-9pm on weekdays, weekends are also an option. The Village of Caseyville seeks a regular, part-time custodian who is highly motivated, energetic, organized and hardworking. The custodian is responsible for the general upkeep and maintenance of the building and its fixtures, furnishings and systems.

Nature of Work

Work involves routine cleaning and maintenance duties to ensure the premises is clean, orderly, properly maintained, and safe. Most work is performed independently, under the direction of the Village Clerk and the supervision of the Public Works Superintendent. Some decision making and judgment is required.

The successful candidate will demonstrate an ability to set priorities and work independently, steadily, and efficiently for an extended period of time.

DUTIES AND RESPONSIBILITIES

1. Vacuum, sweep, and mop floors. Dust and clean furniture, shelves, and equipment.
2. Clean restrooms and replenish supplies. Clean drinking fountains, kitchen, appliances, workroom sinks, countertop and other items and areas.
3. Wash windows, doors, walls and glass. Remove trash from wastebaskets and clean wastebaskets if needed.
4. Perform minor maintenance, routine repairs and minor plumbing.
5. Secure the building at the end of the day.
6. Perform other tasks as assigned

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent

Must be at least 18 years of age

Desirable Qualifications

Some experience in custodial work preferred.

Conditions of Employment

- Pre-employment Drug Testing (Including Marijuana)
- Valid Driver's License
- Complete and pass a Background/Criminal History Check
- Successful passing of a minimum of two reference checks

ADDITIONAL INFORMATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: custodial and building maintenance practices, supplies, and equipment.

Ability to: perform physical work associated with general custodial duties; understand and follow verbal and written instructions; perform work independently; complete routine and repetitive tasks; tolerate interruptions to work; interact with staff positively and pleasantly.

Skill in: use of custodial and building maintenance tools, materials, supplies and equipment.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

Work is primarily done while standing, with a combination of bending, stooping, kneeling, pulling, pushing, and reaching also necessary.

Working on ladders and/or above the head is occasionally required.

Lifting of objects weighing 25 pounds or more is occasionally required.

Use of custodial cleaning agents and chemicals is required.

Work is done primarily indoors in a controlled environment.

Position will be open until filled. The application form can be found at Caseyville Village Hall located at 909 South Main Street, Caseyville, IL. Qualified individuals interested in being considered for the position should send the application form, resume and at least 2 professional references to:

Village of Caseyville, 909 South Main Street, Caseyville IL 62232, Attention: Village Clerk

Salary Range: \$12.00-\$14.00/hour