

**OAK LAWN PARK DISTRICT
JOB DESCRIPTION**

**Weekend Maintenance Custodian
\$13 per hour**

To maintain the cleanliness of the Stony Creek Golf Course Clubhouse and Simulator Building. To set-up room rentals if needed and any other assigned tasks.

QUALIFICATIONS

High school, CPR certification required. First Aid certification desired.

IMMEDIATE SUPERVISOR:

Stony Creek Clubhouse Manager

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Cleans and maintains the restrooms as assigned
- Cleans and maintains the rooms at Stony Creek Golf Course as assigned
- Responsible for the set-up of the rental rooms as assigned if needed
- Performs other related duties as assigned
- Is aware of and adheres to all safety policies and procedures
- CPR and First Aid Certified

MARGINAL FUNCTIONS

- Assist with banquet set-up
- Help Full-Time Staff with various projects related to Special Events.

PHYSICAL CONSIDERATIONS

- Must be able to work 8-12 hours per week
- Must be able to work weekend mornings
- Must be able to work longer shifts if necessary
- Must be able to work in inside and outside temperatures.
- Must be able to help set up any room arrangement.

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with general public
- Must be able to work well under supervision and direction of supervisor

ENVIRONMENTAL CONSIDERATIONS

- Worker performs activities indoors and outdoors. Indoor environmental conditions will include lighting and temperature.
- Outdoor activities will include temperature differences.
- May work with chemicals (SDS log in the manager's office)

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of this position.

I understand my job description as explained above.

Applicant Signature

Date