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Collinsville Area Recreation District
Job Description: Activity Center Custodian

Department: Administrative

FLSA Status: Non-Exempt/Hourly

Immediate Supervisor: Administrative Coordinator

Salary Range: TBD

Supervises: N/A

Classification: Regular Part Time

JOB SUMMARY

Under the supervision of the Administrative Coordinator, the Activity Center Custodian is responsible for cleaning the CARD Activity Center, Administrative Offices and a portion of the Splash City Annex. The person filling this position must be available to work in accordance with the needs of the facility and the classes, programs and rentals.

SPECIFIC DUTIES

- Cleaning: vacuuming, cleaning windows, dusting, waxing floors and mopping
- Trash removal
- Cleaning of restrooms
- Shoveling of snow (when necessary)
- Maintaining assigned equipment and supply closet
- Reporting unsafe conditions and/or equipment
- Informing supervisor of supplies/chemicals needed
- Communicates matters of importance in a timely manner
- Makes recommendations for improvements and efficiencies
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program
- Continually observe and evaluate work conditions and work procedures and immediately take corrective action to address and/or report unsafe conditions to supervisor
- Performs other duties as assigned

QUALIFICATIONS

- Graduation from high school or GED equivalent
- Able to lift 40 lbs., climb a ladder (minimum of eight feet), set up and take down tables and chairs as assigned
- Candidates with the knowledge and ability to perform minor facility and equipment repairs preferred
- 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 the building and grounds maintenance
- Ability to work independently and to complete daily, weekly, monthly and yearly activities according to the work schedule
- Effective communication skills, both verbal and written
- Ability to work efficiently both independently and as a team member
- Must be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening
- Must hold valid state issued Driver's License or State ID

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.