



JOB POSTING

March 22, 2023

The City of Country Club Hills is now accepting applications for the following **PART-TIME** position vacancy:

CUSTODIAN

Position Summary: The Custodian will clean and maintain the City Hall, Resource Center and Police Department.

Essential Duties/Responsibilities:

- Performs general cleaning and janitorial duties in the common areas of the buildings
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes
- Assists in cleaning and sanitizing restrooms and cafeterias
- Performs limited grounds maintenance such as mowing/trimming lawns, hedges and shoveling snow from sidewalks
- Ensures heating and cooling systems are operational
- Maintains a neat and orderly janitor's room; ensures cleaning and maintenance supplies are stocked
- Washes windows
- Assists in examining safety hazards and reports deficiencies to supervisor for maintenance
- Performs other related duties as required

Required Skills/Abilities:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions
- Detail-oriented and thorough
- Ability to lift/carry up to 50 lbs.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance
- Ability to interact with employees while remaining professional, polite, and courteous

Education and Experience Requirements:

- High school diploma or equivalent required (GED)
- Must pass reference checks, background and medical screenings

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you are interested, submit a completed application to Patricia Hutson, City Clerk 4200 W. 183rd Street Country Club Hills, IL 60478, phutson@countryclubhills.org **EOE M/F/D/V/SO**