



Custodial Position

The Village of Sauk Village is accepting resumes for a qualified individual to fill the position of Custodian for the Municipal Building(s). This is a non-benefited 15 hour per week non-exempt position. Village of Sauk Village is an equal opportunity employer. The compensation is \$16.00 - \$18.00 per hour, depending upon qualifications. A cover letter and resume should be submitted to Director of Operations, Mr. Anthony Finch at 21801 Torrence Ave, Sauk Village, IL 60411 or AFinch@saukvillage.org

CUSTODIAN

Job Summary: The Custodian is responsible for the general cleaning and minor maintenance of the Municipal Building(s), to maintain levels of cleanliness, safety and efficiency. The custodian must be handy and willing to assist with small maintenance projects.

Essential Functions

- Sweeps, mops, polishes and buffs bathroom floors, office floors and kitchen floors
- Cleans and sanitizes bathroom sinks, toilets and restocks paper products
- Vacuums all carpeted areas
- Collects all trash and recyclables and removes from building
- Window and blind washing
- Changes light bulbs throughout the building
- Set up meeting rooms for meetings
- Maintain inventory of cleaning and building supplies
- Assists with shoveling walkways if needed

Supervision

Works under the direct supervision of the Director of Operations.

Job Environment

Work is normally performed indoors and is typical for standard custodial work. Dust, cleaning agents and chemicals, heat and cold hazards associated with custodial work reflect the most common potential for injury. However, the employee will be responsible for reading and adhering to product usage and precautions.

Recommended Minimum Qualifications

3 years related experience, or any combination of training and/or experience which provides the knowledge, skills and abilities for this position. Must pass physical and background check and possess a valid driver's license.

Education and Experience

High school diploma or GED

Knowledge, Ability and Skill

- Requires the ability to add, subtract, and interpret same, as may be appropriate
- Requires the ability to read a variety of product labels and documents, including directions, safety instructions, procedures, equipment manuals, maintenance instructions, etc.
- Requires the ability to communicate with people in order to convey or exchange information
- Requires the ability to interact with people (supervisor, office staff, and repair/service technicians) beyond giving and/or receiving instructions.

Physical Requirements

- Primary functions require sufficient physical ability and mobility to work in an office and field environment. to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
- While performing the duties of this job, the incumbent is regularly required to use hands and arms to operate tools and equipment, push, pull and grasp objects, communicate and hear.
- Specific vision abilities required by this job including depth perception, color vision and close vision.
- Incumbent must be able to lift and/or carry objects weighing up to 50 pounds and occasionally lift and/or carry objects weighing up to 60 pounds such as rubbish to dumpster, ladders, boxes of paper, water jugs, furnishings, small equipment.
- Must be physically able to operate a variety of building and maintenance/sanitation machines and equipment, including but not limited to: vacuum cleaner, buffing machine, waxing machine, etc.
- Applicant must pass an occupational health exam by a Village appointed physician and employment background check.

I have read and understand the job duties and physical requirements of this position.

Signature (employee)

Date

Signature

Date

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.