Byron Park District
Job Description

Job Title:	**CUSTODIAN**	Department:	PE Center
Reports To:	Recreation Program Manager	Classification:	Part-Time
Supervises:	N/A	FLSA:	Non-Exempt
Last Review or Revision:	March 2025	Salary Range:	$15.00- $18.00 per hour
Benefit Info:	Free BPD employee fitness center membership during active employment		

JOB DESCRIPTION

Responsible for cleaning the Byron Park District Fitness Area, dance studios, multipurpose room, locker rooms, and other areas as directed.

QUALIFICATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily and demonstrate the following competencies. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of sixteen (18) years of age.
- Must be punctual and have a strong work ethic.
- Must be comfortable interacting with and around fitness patrons.
- Must be able to work days/times that fit with current Byron Park District staffing needs.
- Possess and maintain CPR/AED and First Aid certifications or obtain within three months of employment.
- Prior custodial service experience preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain fitness center by cleaning and maintaining machines; keeping free weights stocked and organized; and washing, drying and folding towels.
- Keep facility clean – sweep/vacuum, wipe-down counters, pick-up garbage, etc.
- Vacuuming carpet, turf, and flooring areas as needed.
- Cleaning mirrors in fitness center and dance rooms.
- Constantly assess the cleaning needs of the facility during each shift to ensure the custodial needs are being met.
- Greet patrons in a friendly and welcoming manner.
- Ensure all sanitation procedures are followed relating to all local licensing regulations.
- Maintain good safety awareness; follow all safety guidelines and procedures; and ensure the safety of all patrons utilizing the fitness facility. Handle any emergencies that may develop (e.g. Medical, Weather-Related).

- Communicate with Byron Park District Administrative Staff, PE Center / Program Supervisors, and Guest Service Desk Attendants to resolve any concerns, issues, problems and emergencies that arise.
- Follow all Byron Park District policies, procedures and guidelines.
- Wear appropriate Byron Park District attire.
- Attend meetings and in-service trainings as required.
- Complete additional duties as assigned by supervisor.

PHYSICAL DEMANDS
This position must be able to stand and walk moderate distances and remain in a stationary position for long periods. This position must also be able to stoop, kneel, crouch, crawl, bend, twist, climb, and reach. Employees in this position will regularly perform cleaning/sanitation duties. This position should be able to move items weighing up to 50 lbs. and will occasionally need to lift or move items weighing up to 100 lbs with assistance (mechanical device or another employee).

ENVIRONMENTAL DEMANDS
This position will primarily work indoors and may be exposed to dust, odors, cleaning chemicals and varying degrees of temperature and light. This position must take appropriate cautions when handling any objects that may be contaminated with bodily fluids. The noise level of the environment is moderate.

OTHER DEMANDS
This position must have good problem solving skills, be flexible and use good judgment. This position must be able to follow directions, respond calmly to emergencies and work with minimal supervision. This position must be able to handle stressful situations and maintain quality customer service and professionalism when communicating with patrons and enforcing facility rules, policies, and procedures.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

CERTIFICATION
"I have read this job description and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations." The Executive Director may amend this position's description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and/or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

_____
Employee Printed Name

_____ _____
Employee Signature Date